



Process Document Student Records: Viewing Student Permissions

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Viewing Student Permissions

Concept

Consent for someone other than a student to review/discuss/change the student's record can be granted in two ways. The preferred method is for the student to complete and submit a form that specifies who has access to their records. When a consent form is submitted, the person/s noted on the form have access to the student's record until the student indicates otherwise.

When a consent form is not submitted but the Financial Aid Office receives information via the tax verification process that the student was claimed on a federal tax form, consent to access the student's record is given to whoever claimed the student.

This topic covers how to view who has consent to the student's record.

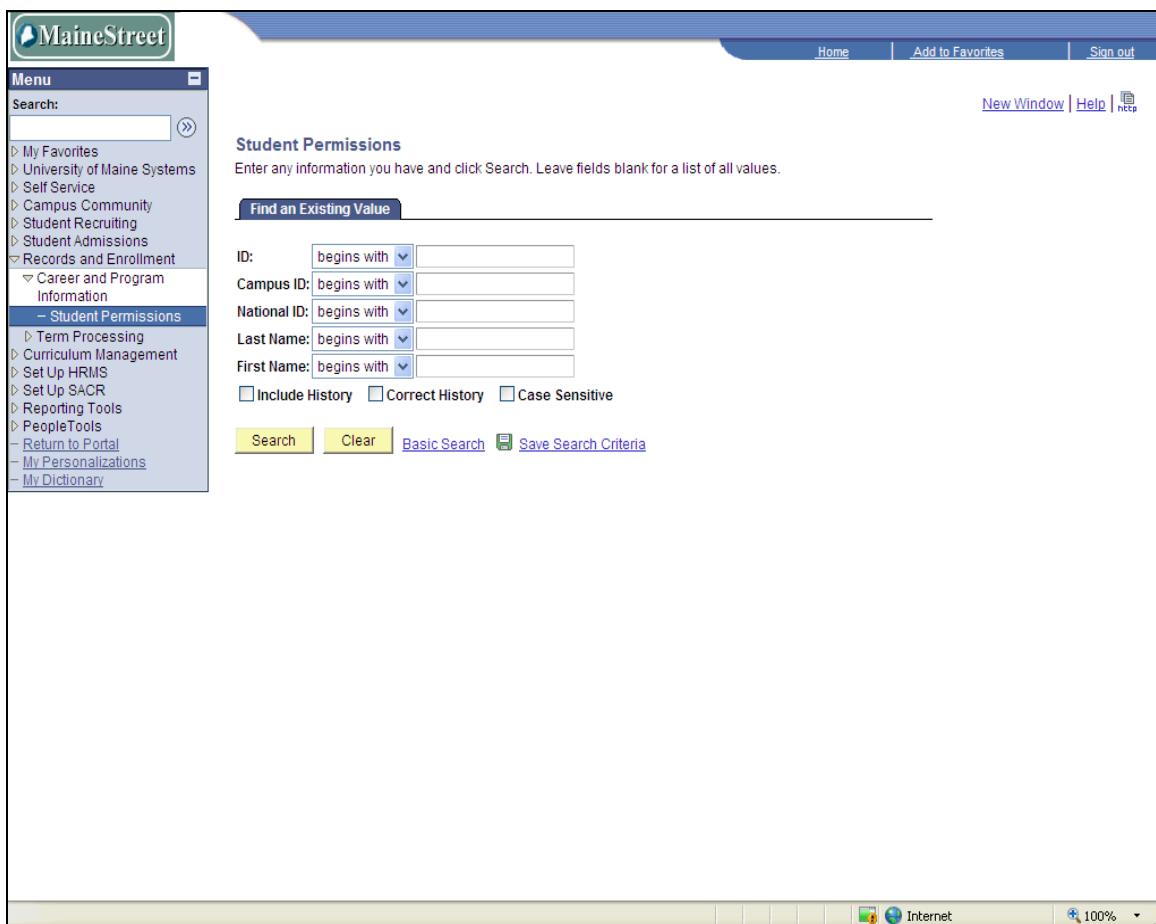


Navigation



- | Step | Action |
|------|---|
| 1. | Click the University of Maine Systems link.
▶ University of Maine Systems |
| 2. | Click the Records and Enrollment link.
▶ Records and Enrollment |
| 3. | Click the Student Permissions link.
Student Permissions |

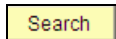
Procedure



The screenshot shows the MaineStreet web application interface. On the left is a navigation menu with categories like 'My Favorites', 'University of Maine Systems', and 'Records and Enrollment'. The 'Student Permissions' option is highlighted. The main content area is titled 'Student Permissions' and includes a search box, a 'Find an Existing Value' button, and several search criteria: ID, Campus ID, National ID, Last Name, and First Name. Each criterion has a dropdown menu set to 'begins with' and an adjacent text input field. Below these are checkboxes for 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom of the search area are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The browser's address bar shows 'Internet' and the zoom level is set to 100%.

Step	Action
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4. On the **Student Permissions** Search page, Ideally, you should enter the student's MaineStreet in the **ID** field. You can also search for the student's record based on National ID and/or Last Name/First Name.
5. Click the **Search** button.



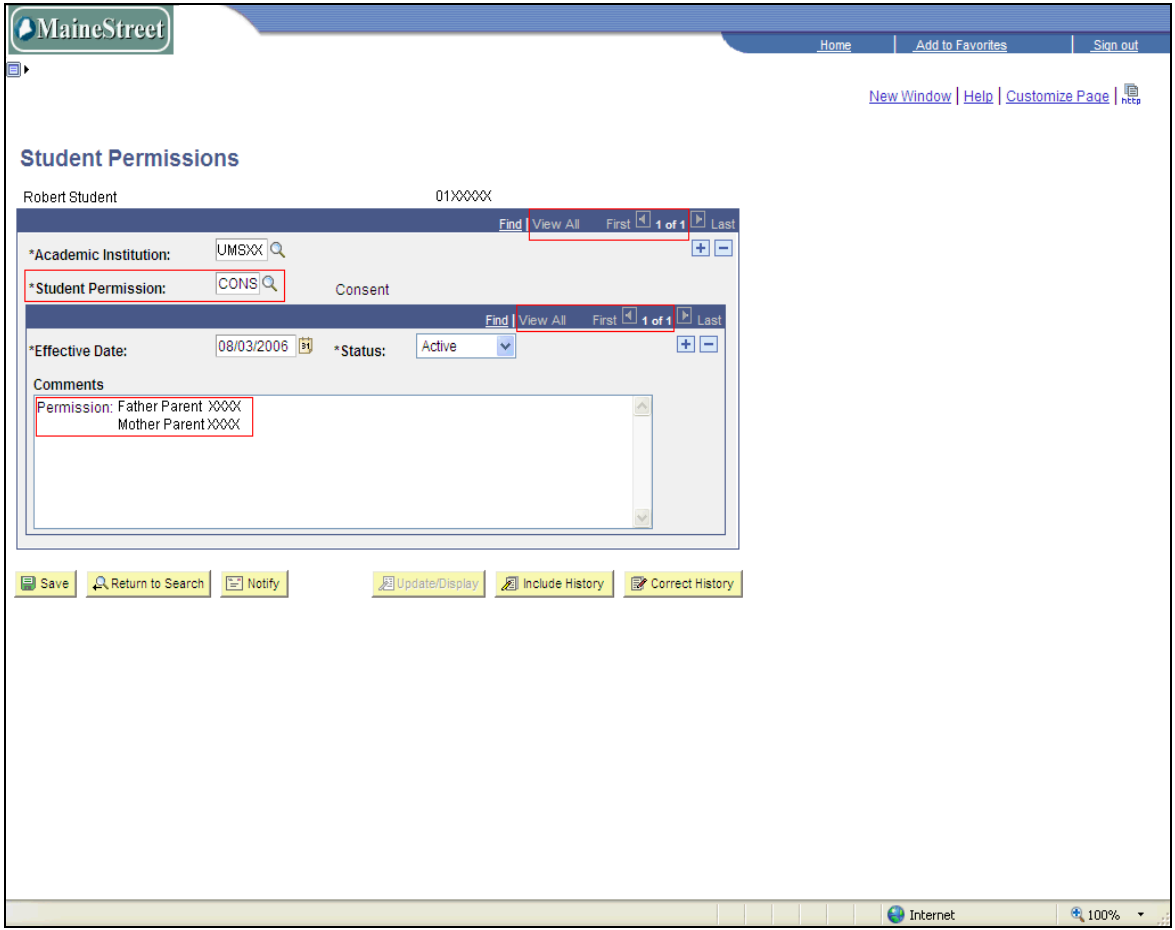
Process Document

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Step	Action
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- The following example shows the **Student Permissions** page for a student who submitted a *consent form*.





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Step	Action
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| 7. | When a consent form is submitted, CONS appears in the <i>Student Permission</i> field. The name/s and last 4-digits of the social security number of who has access to the student's record is entered in the <i>Comments</i> field. |
|----|---|

It is sometimes the case that more than one *Effective Dated* row of data exists on the **Student Permissions** page. The additional rows can provide historical or future-dated consent-related information. For example, if a student submitted a consent form but later revoked consent for the person/s noted on the form, a row of data would be added to the **Student Permissions** page to indicate when consent was revoked.

Check the right-hand side of the blue bar above each section of the **Student Permissions** form to determine if more than one row exists for that section. If only one row exists, it will read *1 of 1*. If more than one row exists, it will read *1 of 2* or *1 of 3* and so on. Click on **View All** to open all rows.

In this example, a consent form has been submitted and is still in effect so only one effective dated row exists.

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Step	Action
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- In the following example, consent to view the student's record was granted based on **tax information** received by the Financial Aid Office. In this scenario, access is granted to whoever claimed the student on the federal tax form.

The screenshot displays the 'Student Permissions' page for 'Sally Student' (ID: 01XXXXX). The interface includes search filters for 'Academic Institution' (UMSXX), 'Student Permission' (TAX), 'Effective Date' (08/15/2008), and 'Status' (Inactive). A comments box contains the text: 'TY 2006 (FA): Permissible for 07-08 academic year. Father Student XXXX Mother Student XXXX'. Navigation buttons at the bottom include 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'.



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Step	Action
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| 9. | Consent to view the student's record was based on tax information, therefore TAX appears in the <i>Student Permission</i> field. |
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The following information is entered in the *Comments* field:

- The tax year (*TY*) being referenced followed by (*FA*) to indicate the information was received from the Financial Aid office.
- The name/s and last 4-digits of the social security number of whomever claimed the student.
- The academic year during which access to the student's record is allowed.

When access is granted based on tax information, two effective dated rows of data are entered on the **Student Permissions** page. Notice that *1 of 2* appears in the blue bar above the lower section of the page. The first row shows the *Effective Date* when access to the student's record becomes inactive (ends).

Click the [View All](#) link to view both rows.

[View All](#)

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MaineStreet

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[New Window](#) | [Help](#) | [Customize Page](#) |

Student Permissions

Sally Student 01XXXXX

Find | View All First 1 of 1 Last

*Academic Institution: UMSXX

*Student Permission: TAX Tax

Find | View 1 First 1-2 of 2 Last

*Effective Date: 08/15/2008 *Status: Inactive

Comments

TY 2006 (FA): Permissible for 07-08 academic year.
Munye Munye 4743
Sitey Mukhtar 4744

*Effective Date: 08/15/2007 *Status: Active

Comments

TY 2006 (FA): Permissible for 07-08 academic year.
Munye Munye 4743
Sitey Mukhtar 4744

Save | Return to Search | Notify | Update/Display | Include History | Correct History

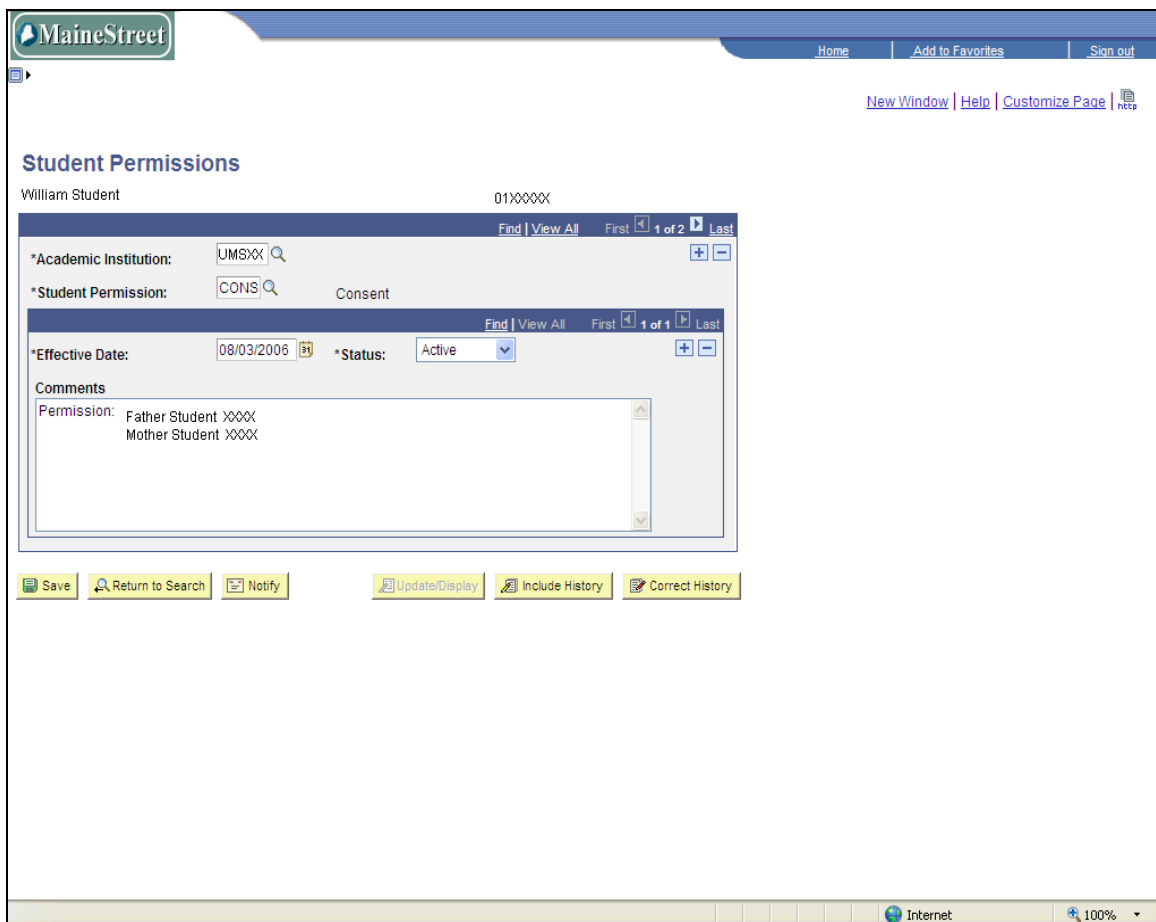
Internet 100%

Step	Action
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| 10. | The second row shows the date when access to the student's record was activated. |
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Step	Action
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| 11. | In the next example, a student submitted a consent form permitting his parents access to his record, and tax information for one tax year was also received from the Financial Aid Office. |
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Student Permissions

William Student 01XXXXX

Find | View All First 1 of 2 Last

*Academic Institution: UMSXX

*Student Permission: CONS Consent

Find | View All First 1 of 1 Last

*Effective Date: 08/03/2006 *Status: Active

Comments

Permission: Father Student XXXX
Mother Student XXXX

Save Return to Search Notify Update/Display Include History Correct History

Internet 100%

Step	Action
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- | | |
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| 12. | We can see that two effective dated rows of data exist on the page. The first row shows information about the consent form submitted by the student and who can access his record. |
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Click the **View All** link.

[View All](#)

Process Document

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Student Name 00999999

*Academic Institution: UMS05 University of Maine

*Student Permission: CONS Consent

*Effective Date: 08/03/2006 *Status: Active

Comments
Permission: Parent Name 5239
Parent Name 6668

*Academic Institution: UMS05 University of Maine

*Student Permission: TAX Tax

*Effective Date: 08/15/2008 *Status: Inactive

Comments
TY 2006 (FA): Permissible for 07-08 academic year.
Parent Name 6668

Step	Action
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- | | |
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| 13. | The second row of data shows information received from the tax form for the 2006 tax year and the date this information became inactive. |
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Due to the *1 of 2* notation, we know another effective dated row exists

Click the **View All** link.

View All First 1 of 2



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*Effective Date: 08/03/2006 *Status: Active

Comments
Permission: Father Student xxx
Mother Student xxx

*Academic Institution: UMSXX
*Student Permission: TAX Tax

Find | View 1 | First | 1 of 2 | Last

*Effective Date: 08/15/2008 *Status: Inactive

Comments
TY 2006 (FA): Permissible for 07-08 academic year.
Father Student XXXX

*Effective Date: 08/15/2007 *Status: Active

Comments
TY 2006 (FA): Permissible for 07-08 academic year.
Father Student XXXX

Save | Return to Search | Notify | Update/Display | Include History | Correct History

Internet 100%

Step	Action
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- | | |
|-----|---|
| 14. | This row shows the date when access to the student's record was activated based on tax information. |
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Process Document

Student Records: Viewing Student Permissions



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Student Permissions

Student Name 0099999

Find | View All First 1 of 1 Last

*Academic Institution: UMS05 University of Maine

*Student Permission: TAX Tax

Find | View All First 1 of 1 Last

*Effective Date: 08/15/2007 *Status: Inactive

Comments

Tax Year 2005 (FA): Parent Name 2119
Parent Name 5112

Save Return to Search Notify Update/Display Include History Correct History

Internet 100%

Step	Action
15.	End of Procedure.