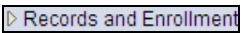
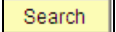
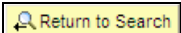


Viewing Student Permissions

1.	Click the Records and Enrollment link. 
2.	Click the Career and Program Information link.
3.	Click the Student Permissions link.
4.	On the Student Permissions Search page, enter the student's <i>ID</i> or <i>National ID</i>
5.	Click the <i>Search</i> button. 
6.	The following example shows the Student Permissions page for a student who submitted a <i>consent form</i> .
7.	<p>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.</p> <p>It is sometimes the case that more than one <i>Effective Dated</i> 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the person/s noted on the form, a row of data would be added to the Student Permissions page to indicate when consent was revoked.</p> <p>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 <i>1 of 1</i>. If more than one row exists, it will read <i>1 of 2</i> or <i>1 of 3</i> and so on. Click on View All to open all rows.</p> <p>In this example, a consent form has been submitted and is still in effect so only one effective dated row exists.</p> 
8.	<p>In following example, consent to view the student's record was granted based on <i>tax information</i> received by the Financial Aid Office.</p> <p>In this scenario, access is granted to whomever claimed the student on the federal tax form.</p>

9.	<p>Consent to view the student's record was based on tax information, therefore TAX appears in the <i>Student Permission</i> field.</p> <p>The following information is entered in the <i>Comments</i> field:</p> <ul style="list-style-type: none"> - The tax year (<i>TY</i>) being referenced followed by (<i>FA</i>) 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. <p>When access is granted based on tax information, two effective dated rows of data are entered on the Student Permissions page. Notice that <i>1 of 2</i> appears in the blue bar above the lower section of the page. The first row shows the <i>Effective Date</i> when access to the student's record becomes inactive (ends).</p> <p>Click the View All link to view both rows.</p> <div style="border: 1px solid black; width: 50px; height: 15px; margin-left: 20px;"></div>
10.	<p>The second row shows the date when access to the student's record was activated.</p> <div style="border: 1px solid black; width: 60px; height: 15px; margin-left: 20px; display: flex; justify-content: space-between;"> </div>
11.	<p>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.</p>
12.	<p>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.</p> <p>Click the View All link.</p> <div style="border: 1px solid blue; padding: 2px; width: 50px; margin-left: 20px; display: inline-block;">View All</div>
13.	<p>The second row of data shows information received from the tax form for the 2006 tax year and the date this information became inactive.</p> <p>Due to the <i>1 of 2</i> notation, we know another effective dated row exists</p> <p>Click the View All link.</p> <div style="border: 1px solid blue; padding: 2px; width: 100px; margin-left: 20px; display: inline-block;">View All First 1 of 2</div>
14.	<p>This row shows the date when access to the student's record was activated based on tax information.</p> <div style="border: 1px solid black; width: 60px; height: 15px; margin-left: 20px;"></div>
15.	<p>End of Procedure.</p>