

# FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) SHARING PROTECTED INFORMATION

At UConn, students can choose to give others direct access to certain parts of their education records. They can also give specific offices at UConn permission to talk about the records those offices manage or the services they provide. Each option has its own process.

## Give Permission to Talk to UConn Offices

Students can give permission to UConn Offices to discuss certain information from their education records with a designee through the use of a FERPA pin code. Below are the categories of information from a student's education records that a designee can discuss with UConn offices if given permission and a pin code from the student.

To create a FERPA pin code, students can:

1. Log into [FERPA Manager](#) using their NetID.
2. Scroll down and click "Add Designee."
3. Enter designee information and assign a four-digit pin.
4. Select the categories of information UConn can share and click "Add."
5. Click "Submit."

Academic & Advising  
Information

Husky One Card

Career Readiness

Parking

Dining Services

Residence Life

Financial Information

Student Affairs

Global Affairs

Student Conduct

## Give Access to Records in Student Admin

1. Log into the [StudentAdmin](#) system using their NetID and password.
2. Click the Profile tile on the Homepage.
3. Click the "Share My Information" tab.
4. Review and confirm the terms and conditions.
5. Enter the delegate information, select the category of information UConn can share, and select "Save."

## Authorize a User to Pay Bills

1. Log into the [Student Admin](#) system using their NetID and password.
2. Click the Bursar Services tile on the Homepage.
3. Click the Pay Bill & Authorize Users tab on the left.
4. Click "Set Up Now" button next to "Set Up Authorized User" option.

**Important timing note:** Access to UConn systems happens in stages. Students are activated in Student Admin after they are formally matriculated. Only once that activation occurs will related systems, such as billing and payment portals, be available. If you attempt to complete setup steps too early, you may encounter technical errors.