

FERPA Pin Instructions

To authorize a Release of Information:

1. Go to your **CIS** (<http://cis.utah.edu>) page.
2. Click on the **icon** that looks like this:



(Your name and your student number will be under the icon.)

3. Click on the **FERPA Consent to Release Form** link on the left navigation menu. It will be the second from the bottom.
4. **Read the Release Form.**
5. Select which campus departments can release the student's information.
6. Create a PIN to verify access.
7. Create list of names and email addresses to which University agencies are authorized to share information.
8. Give your PIN number to the individuals you've authorized to view your records.
9. Remember your PIN number because you will be required to share your PIN for video and phone advising appointments.