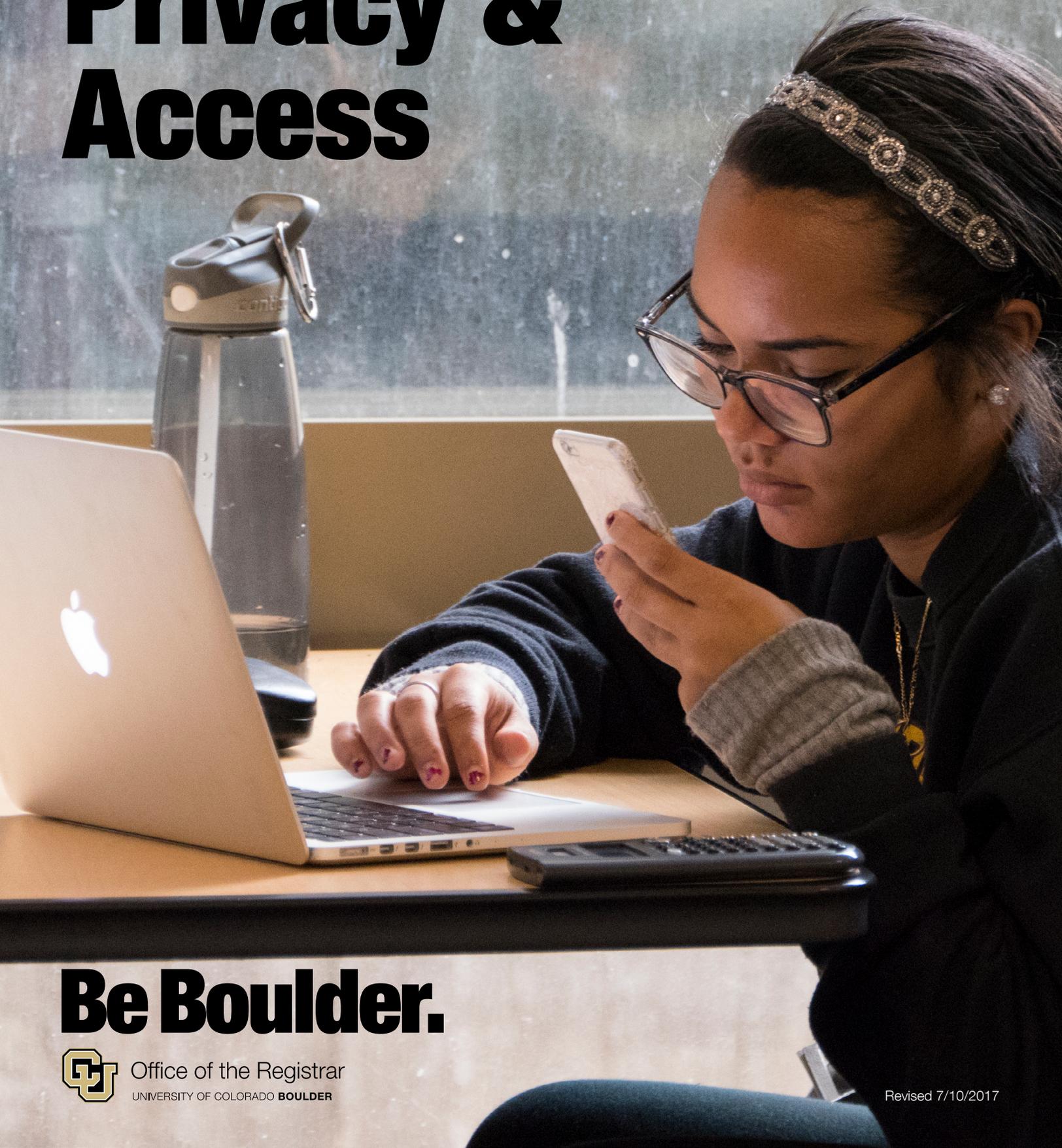


Student Records Privacy & Access



Be Boulder.



Office of the Registrar
UNIVERSITY OF COLORADO **BOULDER**

Revised 7/10/2017

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Students

What Are My Options?

At the post-secondary level, the right to inspect a student's education records is limited to the student and governed by the [Family Education Rights and Privacy Act of 1974](#) (FERPA). Records may be released to a parent or other third party only under the following circumstances:

- through the consent of the student established in MyCUInfo
- in compliance with a subpoena
- by submission of evidence that the parents declare the student as a dependent on their most recent Federal Income Tax form ([IRS Code, Section 152](#)) ([Parent Affidavit](#))
- under the alcohol and controlled substance exception or in connection with a health and safety emergency under the circumstances set forth in § 99.36 (if the student is under 21 years of age)

If you'd like to give a parent or other third party access to view some or all of your FERPA-protected records at CU Boulder, you'll have to submit one or more authorizations, depending on which data you're granting access to.

If you'd like to grant an individual or organization access to your **educational records**, you have two options: FERPA Consent to Release and CU Guest Access.

FERPA Consent to Release

FERPA Consent to Release allows a parent or authorized third party to contact the university on your behalf about your educational or financial records.

When establishing access, you authorize university officials to discuss, disclose or release one or more specific types of education records to that person or organization:

- **All Education Records** – Includes any and all academic, financial and personal information
- **Academic Record Only** – Includes, but is not limited to, GPA, grades, degree progress, academic standing, academic holds, class schedule, transcript requests, academic advising
- **Financial Record Only** – Includes, but is not limited to, financial aid (limited per Gramm-Leach-Bliley Act of 1999), account (billing/payments), financial holds, tuition classification, COF

NOTE: Release of student health, housing and/or student conduct information must be requested through the respective department on campus.

CU Guest Access

CU Guest Access is a read-only, online option for guests to view specific aspects of your education record. You can select components of your record that the guest can view, and you can modify or revoke access at any time. Guests can't make any changes to your record or complete any transactions on your behalf.

NOTE: CU Guest Access **does not** enable the guest to contact the university with questions regarding your record. Records can only be discussed with a parent or third party if the student has filed a FERPA Consent to Release.

A limited number of items are available through CU Guest Access. These include:

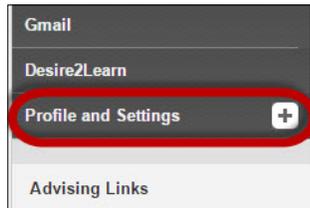
- **Advisor information**—May include name and email for assigned advisors based on plan or program
- **College Opportunity Fund (COF) selections**—For Colorado resident undergraduate students who are COF eligible
- **Class schedule**—Enrolled, dropped and waitlisted classes by term
- **Contact information**—Includes student home, mail and local addresses, CU Boulder email addresses and phone numbers
- **Course history**—A record of all classes taken, including campus, status and grades
- **Emergency contact information**—All emergency contact information supplied by the student, including a contact's relationship, address, phone and email, if available
- **Enrollment appointments**—Enrollment dates for upcoming terms by campus
- **Grades**—All grades from classes taken at a University of Colorado campus, including credit hours and GPA
- **Health insurance selection**—Coverage selected or waived by the student and by term
- **Holds**—Current campus-specific holds that may impact registration
- **Program/plan information**—Includes all institutions, careers, programs, majors and degrees
- **Transfer credit report**—Credit received from external institutions and applied at CU
- **Unofficial transcripts**—Includes "All CU Careers" unofficial transcript

Once you submit your guest's credentials, the guest will receive an email listing the record components you've granted them access to, as well as a link to create their account.

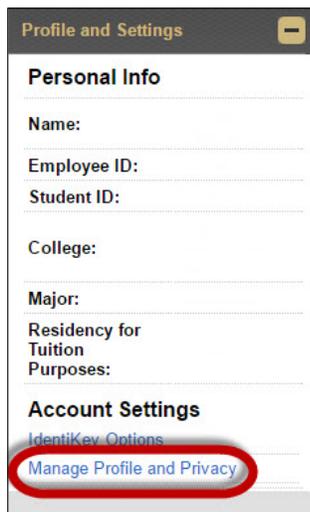
Using FERPA Consent to Release

Set Up an Authorized Individual

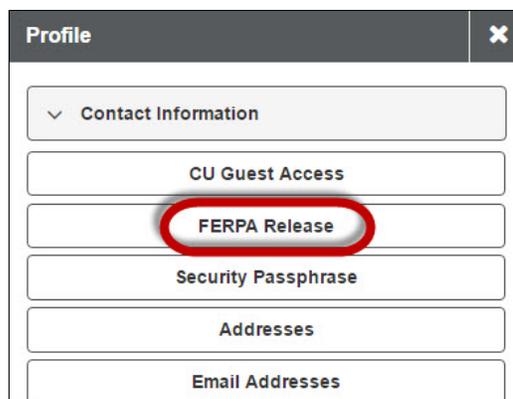
Log in to the [MyCUInfo](#) portal, then click to expand the **Profile and Settings** menu on the right side of the page.



Click **Manage Profile and Privacy**.



Click **FERPA Release**.



Students: FERPA Consent to Release

Click **Authorize/Edit FERPA Consent to Release**.

FERPA Consent to Release Student Information

 Susie Sassafrass  Menu

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. It applies to all schools that receive funds under an applicable program of the U.S. Department of Education and affords students certain rights related to their education records.

In compliance with FERPA, information from a student's education record is considered private and is not released to third parties, with certain exceptions, without the student's explicit documented permission. The University of Colorado only releases education record information to parents or other third parties when a student has authorized permission for the university to release or disclose student information to them. It is important to note that a FERPA consent to release allows for the disclosure of specified education record information from any University of Colorado campus to the authorized individual.

Information that may be released to third parties without student consent is considered Directory Information.

A student may restrict the release of directory information by submitting an official request for privacy with the university. See the Office of the Registrar for more information on FERPA and privacy requests.

[Authorize/Edit FERPA Consent to Release](#)

Read the authorization information, then enter the authorized individual's first and last name, and/or the name of the organization, if applicable.

NOTE: If you are granting consent to an organization (highlighted in blue below), you may skip the first and last name fields (highlighted in pink). However, if you do provide a name, both the first-name and last-name fields are required.

FERPA Release Information Find

First Name	<input type="text" value="Ralphie"/>
Last Name	<input type="text" value="Buffalo"/>
Organization	<input type="text" value="UNIVERSITY OF COLORADO BOULDER"/>
*Password	<input type="text" value="Run Ralp"/>

All Education Records Financial Record Only Academic Record Only

Create a password that the individual or organization must provide when contacting the university about your FERPA-protected information. The password cannot exceed 15 characters in length.

FERPA Release Information Find

First Name: Ralphie

Last Name: Buffalo

Organization: UNIVERSITY OF COLORADO BOULDER

*Password: Run Ralp

All Education Records Financial Record Only Academic Record Only

+ Add - Delete

Save

Check the box next to the category of records you'd like them to have access to, then click **Save**.

NOTE: Records categories are defined in the authorization information on that webpage.

FERPA Release Information Find

First Name: Ralphie

Last Name: Buffalo

Organization: UNIVERSITY OF COLORADO BOULDER

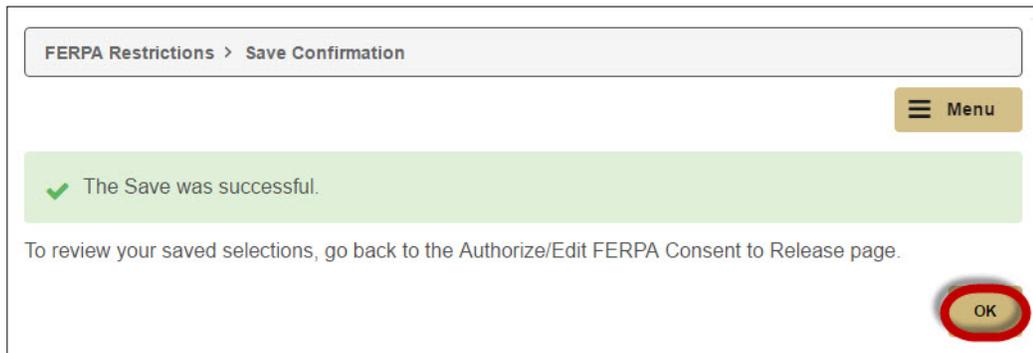
*Password: Run Ralp

All Education Records Financial Record Only Academic Record Only

+ Add - Delete

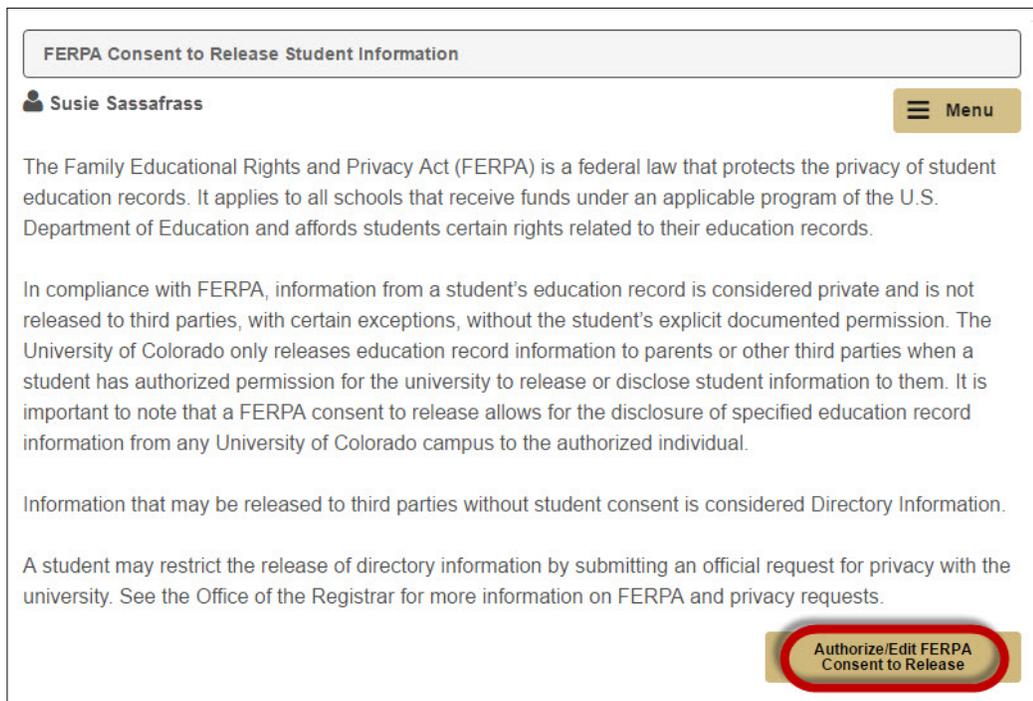
Save

A confirmation lets you know the save was successful. Click **OK**.



Set Up Additional Authorized Individuals

On the main **FERPA Consent to Release** page, click **Authorize/Edit FERPA Consent to Release**.



Scroll down to the **FERPA Release Information** box of an existing authorized individual, and click **Add**.

FERPA Release Information Find

First Name

Last Name

Organization

*Password

All Education Records Financial Record Only Academic Record Only

+ Add **✕ Delete**

Fill in the new **FERPA Release Information** box, and click **Save**. Repeat as necessary.

FERPA Release Information Find

First Name

Last Name

Organization

*Password

All Education Records Financial Record Only Academic Record Only

+ Add **✕ Delete**

First Name

Last Name

Organization

*Password

All Education Records Financial Record Only Academic Record Only

+ Add **✕ Delete**

Save

Modify Access

Log in to [MyCUInfo](#) and navigate to the **FERPA Consent to Release** tab (see "[Set Up an Authorized Individual.](#)" page 7).

Click **Authorize/Edit FERPA Consent to Release**.

FERPA Consent to Release Student Information

Susie Sassafrass Menu

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. It applies to all schools that receive funds under an applicable program of the U.S. Department of Education and affords students certain rights related to their education records.

In compliance with FERPA, information from a student's education record is considered private and is not released to third parties, with certain exceptions, without the student's explicit documented permission. The University of Colorado only releases education record information to parents or other third parties when a student has authorized permission for the university to release or disclose student information to them. It is important to note that a FERPA consent to release allows for the disclosure of specified education record information from any University of Colorado campus to the authorized individual.

Information that may be released to third parties without student consent is considered Directory Information.

A student may restrict the release of directory information by submitting an official request for privacy with the university. See the Office of the Registrar for more information on FERPA and privacy requests.

Authorize/Edit FERPA Consent to Release

Scroll down to the **FERPA Release Information** box of the person you want to modify. Make your changes, then click **Save**.

FERPA Release Information Find

First Name

Last Name

Organization

*Password

All Education Records Financial Record Only Academic Record Only

Save

Remove an Authorized Individual

Log in to [MyCUInfo](#) and navigate to the **FERPA Consent to Release** tab (see "[Set Up an Authorized Individual](#)," page 7).

Click **Authorize/Edit FERPA Consent to Release**.

FERPA Consent to Release Student Information

Susie Sassafrass Menu

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. It applies to all schools that receive funds under an applicable program of the U.S. Department of Education and affords students certain rights related to their education records.

In compliance with FERPA, information from a student's education record is considered private and is not released to third parties, with certain exceptions, without the student's explicit documented permission. The University of Colorado only releases education record information to parents or other third parties when a student has authorized permission for the university to release or disclose student information to them. It is important to note that a FERPA consent to release allows for the disclosure of specified education record information from any University of Colorado campus to the authorized individual.

Information that may be released to third parties without student consent is considered Directory Information.

A student may restrict the release of directory information by submitting an official request for privacy with the university. See the Office of the Registrar for more information on FERPA and privacy requests.

[Authorize/Edit FERPA Consent to Release](#)

Scroll down to the **FERPA Release Information** box of the person you want to remove. Click **Delete**.

FERPA Release Information Find

First Name: Ralphie

Last Name: Buffalo

Organization: UNIVERSITY OF COLORADO BOULDER

*Password: Run Ralp

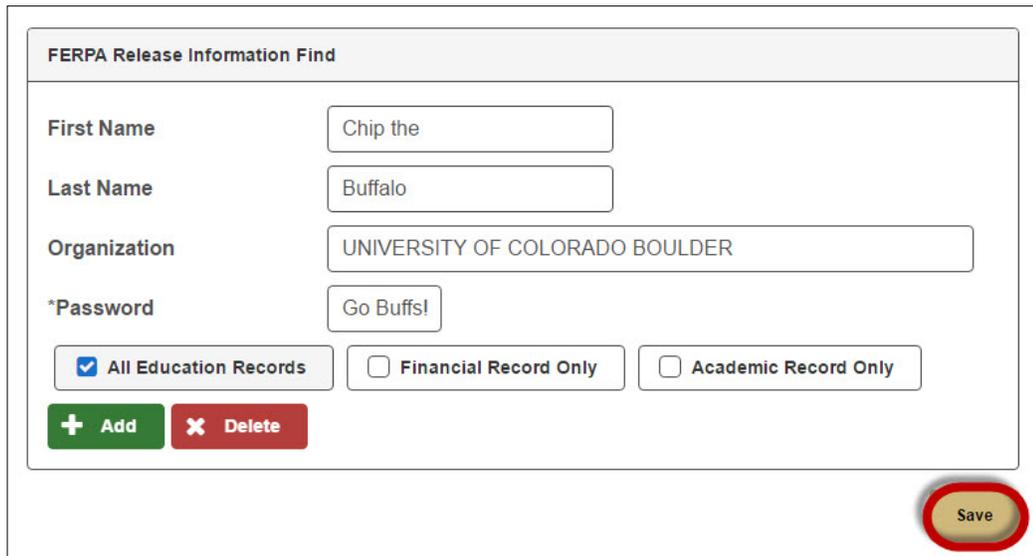
All Education Records Financial Record Only Academic Record Only

[+ Add](#) [x Delete](#)

A confirmation appears asking whether you really want to delete the record. Click **Yes - Delete**.



This will lead you back to the previous page. Scroll down to the bottom and click **Save**.



A confirmation lets you know the save was successful. Click **OK**.



Frequently Asked Questions

What is FERPA Consent to Release?

Your student record is private and protected by federal legislation. In order for a parent or authorized third party to have access to a student record or to discuss your records with the university, you must establish FERPA Consent to Release. When you set up FERPA Consent in MyCUInfo, you'll include an individual or organization's name and set a unique password. That way, if the authorized individual or organization contacts the university about you, you've given us permission to release FERPA-protected information.

How does it work?

Go to [MyCUInfo](#) and click on **Privacy Settings** in the drop-down menu on the right, then click the **FERPA Consent to Release** tab. Type your parent or authorized third party's first and last name, and the organization's name (if applicable), and set a unique password.

Can I give consent for more than one person?

Yes. You can have an unlimited number of parents or authorized third parties with FERPA consent.

What does someone need in order to be granted consent?

A first and last name and/or organization name, and a unique password set by the student.

How does someone prove they've been granted FERPA consent?

If they contact the university, they'll be asked to state their name and/or organization and provide their password to verify that they have been granted FERPA consent.

What's the difference between this and CU Guest Access?

FERPA Consent to Release allows university representatives to answer questions about specific aspects of a student's record and discuss the record with individuals other than the student. CU Guest Access is an online, read-only way for guests to see certain components of a student's record. It doesn't allow guests to ask questions about or discuss a student's record with a university representative.

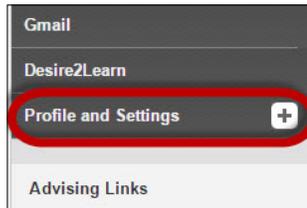
What if my question isn't answered here?

Visit our [FERPA Consent to Release FAQs](#) webpage for additional questions and answers.

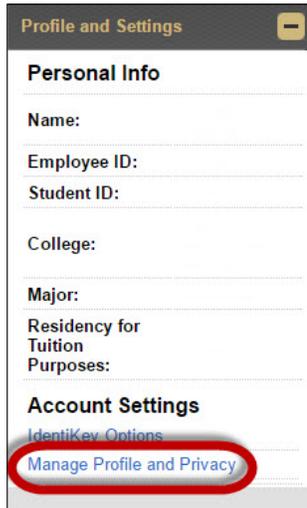
Using CU Guest Access

Create a Guest Account

Log in to the [MyCUInfo](#) portal, then click to expand the **Profile and Settings** menu on the right side of the page.



Click **Manage Profile and Privacy**.



Click **CU Guest Access**.



Click **Authorize CU Guest Access**.

CU Guest Access – Summary

Susie Sassafrass Menu

Below are the guests you have authorized to have view access to your own education record information online. To edit the information for a guest, click the Edit button. To authorize access to a new guest, click the Authorize CU Guest Access button.

Note: This service only authorizes a guest to view specified information online when available. It does not permit university officials to release education record information directly to the guest. To allow for university officials to share information with individuals, see the information under FERPA Consent to Release.

No current CU guest access found.

Authorize CU Guest Access

Read the terms and conditions, then click **I Accept**.

CU Guest Access – Terms and Conditions

Susie Sassafrass Menu

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. It applies to all schools that receive funds under an applicable program of the U.S. Department of Education and affords students certain rights related to their education records.

In compliance with FERPA, information from a student's education record is considered private and is not released to third parties, with certain exceptions, without the student's explicit documented permission. The University of Colorado only releases education record information to parents or other third parties when a student has authorized permission for the university to release or disclose student information to them. It is important to note that a FERPA consent to release allows for the disclosure of specified education record information from any University of Colorado campus to the authorized individual.

Information that may be released to third parties without student consent is considered Directory Information. A student may restrict the release of directory information by submitting an official request for privacy with the university. See the Office of the Registrar for more information on FERPA and privacy requests.

I understand that, by clicking the "I accept" button below, I am giving written consent for the University of Colorado to allow view access to student information specified by me herein to the individual(s) identified as a guest for the purpose of facilitating the administration of the specified information. I am entitled to edit or revoke this authorized access at any time.

I accept I decline

On the **Details** screen, enter your guest's name and email address.

CU Guest Access > CU Guest Access – Details [Return To CU Guest Access Summary](#)

 Susie Sassafrass  Menu

*Guest Name:

*Guest Email Address:

*Confirm Email Address:

Guest Status: Unknown

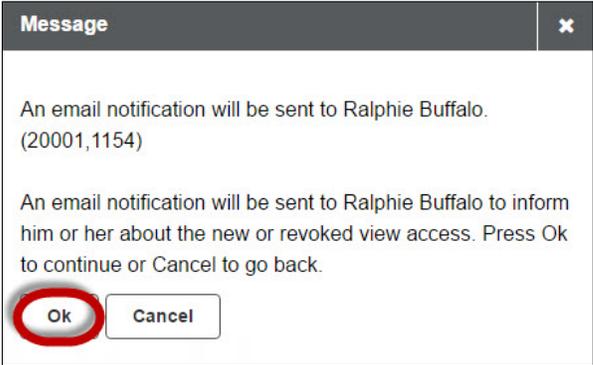
In the **Access to Delegate** section, click the checkbox next to each type of information you'd like your guest to access, then click **Save**.

Access to Delegate

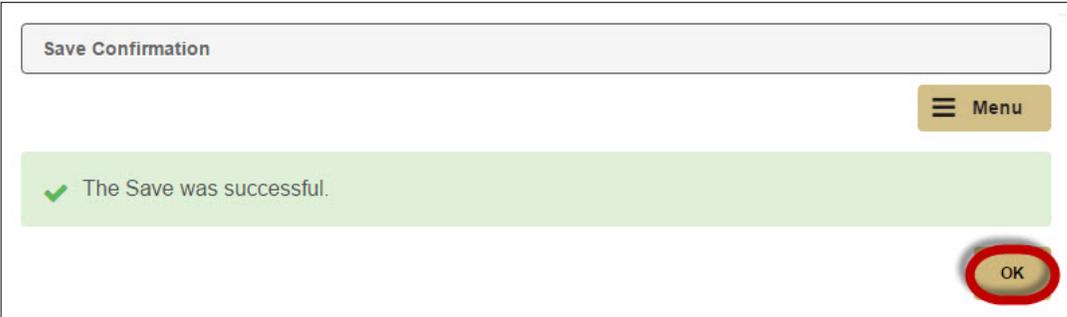
<input type="checkbox"/>	TRANSACTION NAME ▲	DESCRIPTION ▲	START DATE ▲	TRANSACTION STATUS ▲
<input type="checkbox"/>	View Advisor Information	Authorize the ability for a guest to view your advisor information.		
<input type="checkbox"/>	View COF	Authorize the ability for a guest to view COF (Undergraduate Colorado Residents Only)		
<input type="checkbox"/>	View Class Schedule	Authorize the ability for a guest to view your class schedule.		
<input type="checkbox"/>	View Contact Information	Authorize the ability for a guest to view your contact information.		
<input type="checkbox"/>	View Course History	Authorize the ability for a guest to view your course history.		
<input type="checkbox"/>	View Emergency Contact Information	Authorize the ability for a guest to view your emergency contact information.		
<input type="checkbox"/>	View Enrollment Appointments	Authorize the ability for a guest to view your enrollment appointments.		
<input type="checkbox"/>	View Grades	Authorize the ability for a guest to view your grades.		
<input type="checkbox"/>	View Health Insurance Selection	Authorize the ability for a guest to view your health insurance selection		
<input type="checkbox"/>	View Holds	Authorize the ability for a guest to view the holds placed on your record.		
<input type="checkbox"/>	View Program/Plan	Authorize the ability for a guest to view program/plan data.		
<input type="checkbox"/>	View Transfer Credit Report	Authorize the ability for a guest to view your Transfer Credit Report.		
<input type="checkbox"/>	View Unofficial Transcripts	Authorize the ability for a guest to view your unofficial transcripts.		



A message appears letting you know the guest will receive an email telling them they've been granted access to view your specified records. Click **Ok**.



A confirmation lets you know the save was successful. Click **OK**.



Now the **CU Guest Access – Summary** page includes your guest's authorization summary.

CU Guest Access – Summary

 Susie Sassafrass  Menu

Below are the guests you have authorized to have view access to your own education record information online. To edit the information for a guest, click the Edit button. To authorize access to a new guest, click the Authorize CU Guest Access button.

Note: This service only authorizes a guest to view specified information online when available. It does not permit university officials to release education record information directly to the guest. To allow for university officials to share information with individuals, see the information under FERPA Consent to Release.

Ralphie Buffalo

GUEST NAME ▲	GUEST EMAIL ADDRESS ▲	GUEST STATUS ▲
Ralphie Buffalo	sample@gmail.com	Unknown

Access

SHARED ACCESS ▲	START DATE ▲	TRANSACTION STATUS ▲
View Holds	07/07/17	Submitted
View Contact Information	07/07/17	Submitted
View Enrollment Appointments	07/07/17	Submitted
View Transfer Credit Report	07/07/17	Submitted
View Grades	07/07/17	Submitted
View Class Schedule	07/07/17	Submitted
View Unofficial Transcripts	07/07/17	Submitted
View Course History	07/07/17	Submitted
View Advisor Information	07/07/17	Submitted
View Health Insurance Selection	07/07/17	Submitted
View Emergency Contact Information	07/07/17	Submitted
View Program/Plan	07/07/17	Submitted
View COF	07/07/17	Submitted



You'll also receive an email confirmation.

Access to specified student record information has been shared with Ralphie Buffalo

From do-not-reply@cu.edu
 To sample@gmail.com
 Date Thu 08:45

Dear Susie Sassafrass,

Access to your data has been granted to Ralphie Buffalo to view the following information online:

- View Advisor Information
- View COF
- View Class Schedule
- View Contact Information
- View Course History
- View Emergency Contact Information
- View Enrollment Appointments
- View Grades
- View Health Insurance Selection
- View Holds
- View Program/Plan
- View Transfer Credit Report
- View Unofficial Transcripts

If you did not authorize this, please sign in to your account and make the proper adjustments inside the *CU Guest Access* page.

You are solely responsible for the actions taken on your behalf by the authorized individual.

This is an auto generated email; please do not respond to this message.

Resend a Guest's Email Notification

If your guest lost the email with their security key, you can send it again up to 30 days later.

Note: If it's been more than 30 days since you created the guest account, do not resend the email; the security key has expired. You will need to delete the guest account and recreate it.

Log in to [MyCUInfo](#) and navigate to the **Guest Access** tab (see "[Create a Guest Account](#)," page 16).

Find the guest's name, then click **Edit**.

CU Guest Access – Summary

Susie Sassafrass Menu

Below are the guests you have authorized to have view access to your own education record information online. To edit the information for a guest, click the Edit button. To authorize access to a new guest, click the Authorize CU Guest Access button.

Note: This service only authorizes a guest to view specified information online when available. It does not permit university officials to release education record information directly to the guest. To allow for university officials to share information with individuals, see the information under FERPA Consent to Release.

Ralphie Buffalo

GUEST NAME	GUEST EMAIL ADDRESS	GUEST STATUS
Ralphie Buffalo	sample@gmail.com	Unknown

Click **Resend Email Notification**.

<input checked="" type="checkbox"/>	View Unofficial Transcripts	Authorize the ability for a guest to view your unofficial transcripts.	
-------------------------------------	-----------------------------	------------------------------------------------------------------------	--

Resend Email Notification Save

A message appears letting you know the last email notification will be resent to same the email address. Click **Ok**.

Message [X]

Resend last email notification. (14025,82)

The last email notification sent will be resent to the email address used at the time it was originally sent.

Ok Cancel

Modify a Guest's Access

Log in to [MyCUInfo](#) and navigate to the **Guest Access** tab (see "[Create a Guest Account.](#)" page 16).

Find the guest's name, then click **Edit**.

CU Guest Access – Summary

Susie Sassafrass Menu

Below are the guests you have authorized to have view access to your own education record information online. To edit the information for a guest, click the Edit button. To authorize access to a new guest, click the Authorize CU Guest Access button.

Note: This service only authorizes a guest to view specified information online when available. It does not permit university officials to release education record information directly to the guest. To allow for university officials to share information with individuals, see the information under FERPA Consent to Release.

Ralphie Buffalo

GUEST NAME	GUEST EMAIL ADDRESS	GUEST STATUS
Ralphie Buffalo	sample@gmail.com	Unknown

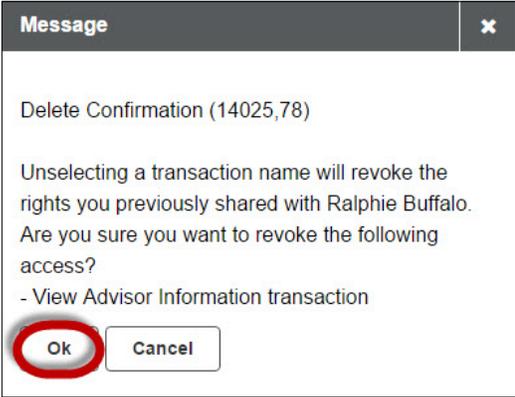
On the **Details** screen, click the checkbox next to each type of information you'd like your guest to gain or lose access to, then click **Save**.

Access to Delegate

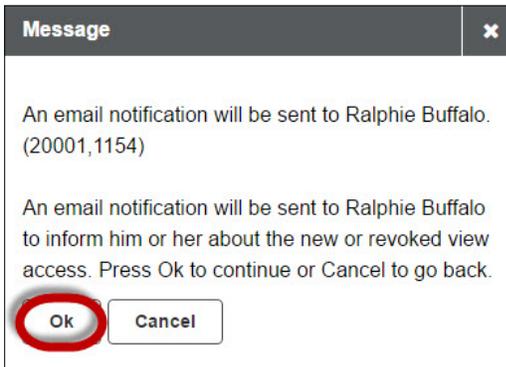
<input type="checkbox"/>	TRANSACTION NAME ▲	DESCRIPTION ▲	START DATE ▲	TRANSACTION STATUS ▲
<input type="checkbox"/>	View Advisor Information	Authorize the ability for a guest to view your advisor information.		
<input type="checkbox"/>	View COF	Authorize the ability for a guest to view COF (Undergraduate Colorado Residents Only)		
<input type="checkbox"/>	View Class Schedule	Authorize the ability for a guest to view your class schedule.		
<input type="checkbox"/>	View Contact Information	Authorize the ability for a guest to view your contact information.		
<input type="checkbox"/>	View Course History	Authorize the ability for a guest to view your course history.		
<input type="checkbox"/>	View Emergency Contact Information	Authorize the ability for a guest to view your emergency contact information.		
<input type="checkbox"/>	View Enrollment Appointments	Authorize the ability for a guest to view your enrollment appointments.		
<input type="checkbox"/>	View Grades	Authorize the ability for a guest to view your grades.		
<input type="checkbox"/>	View Health Insurance Selection	Authorize the ability for a guest to view your health insurance selection		
<input type="checkbox"/>	View Holds	Authorize the ability for a guest to view the holds placed on your record.		
<input type="checkbox"/>	View Program/Plan	Authorize the ability for a guest to view program/plan data.		
<input type="checkbox"/>	View Transfer Credit Report	Authorize the ability for a guest to view your Transfer Credit Report.		
<input type="checkbox"/>	View Unofficial Transcripts	Authorize the ability for a guest to view your unofficial transcripts.		

Resend Email Notification **Save**

If you unchecked a box that was previously checked, a message appears asking whether you want to revoke access to that information. If so, click **Ok**.



A message appears letting you know the guest will receive an email telling them their guest access has been modified. Click **Ok**.



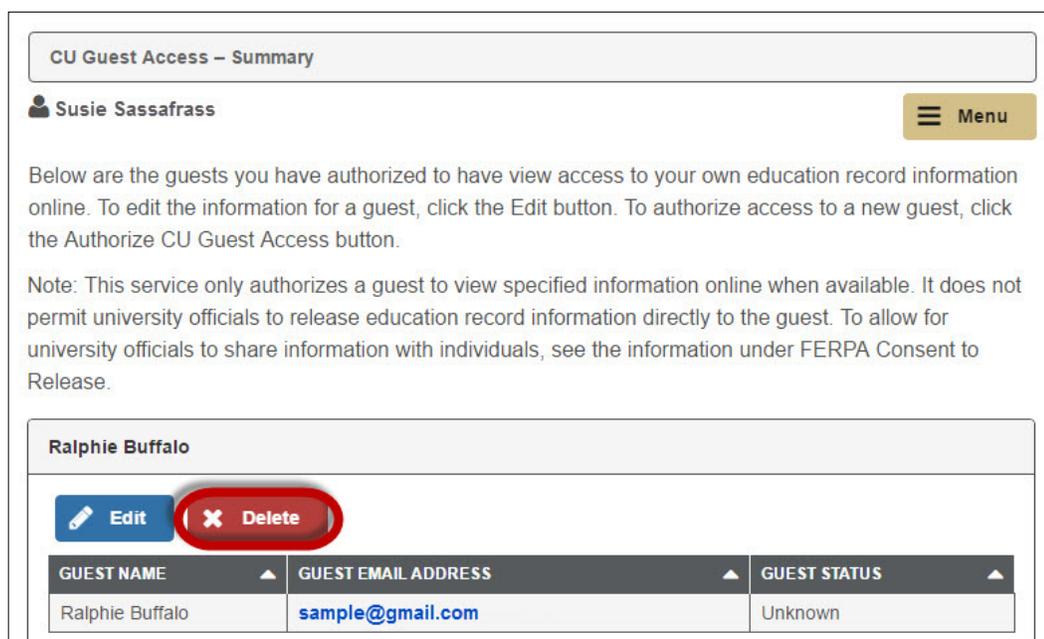
A confirmation lets you know the save was successful. Click **OK**.



Remove a Guest's Access

Log in to [MyCUInfo](#) and navigate to the **Guest Access** tab (see "[Create a Guest Account,](#)" page 16).

Find the guest's name, then click **Delete**.



A message appears asking whether you want to delete that guest. Click **Yes - Delete**.



The screenshot shows a 'Delete Confirmation' dialog box. At the top, there is a title bar with the text 'Delete Confirmation' and a 'Menu' button on the right. Below the title bar, a light blue box contains the question: 'Are you sure you want to delete Ralphie Buffalo?'. At the bottom of the dialog, there are two buttons: 'Yes - Delete' and 'No - Do Not Delete'. The 'Yes - Delete' button is circled in red.

The guest will receive an email telling them their access has been revoked.

Frequently Asked Questions

How does it work?

A student grants access to all or portions of their record as viewed in MyCUInfo by entering the guest's name and email address. The guest receives a few emails to establish their access, connects a social media profile for authentication, and they're done!

Which parts of my record can I grant access to?

See the list of all available items under ["CU Guest Access" on page 6](#). Guests will see the same information displayed in the Student Center within MyCUInfo.

Does it include access to D2L and/or midterm grades?

No. The only items guests can see are those in your student record.

Does it include my bill or access to CUBill&Pay?

No. Access to financial records is maintained by the Bursar's Office. You'll need to set up your guest as an [authorized payer](#) to grant them access to your bill.

Can I select individual items for a guest to have access to?

Yes. Students can select any combination of items to share with their guests.

Can I change a guest's access?

Yes. You can make changes to a guest's access at any time. View step-by-step instructions under ["Modify a Guest's Access" on page 22](#).

Can I revoke a guest's access?

Yes. You can revoke a guest's access at any time. See ["Remove a Guest's Access" on page 24](#).

How many guests can I have?

As many as you want!

Can a guest make any changes to my record?

No. Guests are not able to make any changes to a student record (such as updating an address) or complete any action on behalf of the student (like registering for classes).

Can a guest call in to ask questions?

No. CU Guest Access does not allow a guest to speak with a university representative about your record. In order to allow a guest to do that, you need to establish a FERPA Consent to Release for that guest. See ["Using FERPA Consent to Release" on page 7](#).

What's the difference between this and FERPA Consent to Release?

CU Guest Access is online and read-only. A guest can't do anything on your behalf, and they can't speak with a university representative about your record. However, FERPA Consent to Release allows the university to discuss student-approved records with a parent or authorized third party.

Is there a way to tell if the guest has been using their CU Guest Access account?

You can only tell whether the guest has set up their account, not whether the guest has accessed your information.

To check whether your guest has completed account setup, navigate to your **Guest Access - Summary** page (see ["Create a Guest Account" on page 16](#)), find the guest's name, and look at the fields specified below.

Guest's Account Setup Status	Guest Status	Transaction Status
Guest has taken no action.	Unknown	Submitted
Guest has completed setup and has access to the student's authorized information.	Accepted	Access Granted

What if my question isn't answered here?

Visit our [CU Guest Access FAQs](#) webpage for additional questions and answers, or contact the Office of the Registrar.

Guests & Authorized Individuals

At the post-secondary level, the right to inspect a student's education records is limited to the student and governed by the [Family Education Rights and Privacy Act of 1974](#) (FERPA). Records may be released to a parent or other third party only under the following circumstances:

- through the consent of the student established in MyCUInfo
- in compliance with a subpoena
- by submission of evidence that the parents declare the student as a dependent on their most recent Federal Income Tax form ([IRS Code, Section 152](#)) ([Parent Affidavit](#))
- under the alcohol and controlled substance exception or in connection with a health and safety emergency under the circumstances set forth in § 99.36 (if the student is under 21 years of age)

If a student would like to give you access to view some or all of their FERPA-protected records at CU Boulder, they have to submit one or more authorizations, depending on which data they're granting access to.

If a student wants to grant you access to their **educational records**, they have two options: FERPA Consent to Release and CU Guest Access.

FERPA Consent to Release

What Is It?

FERPA Consent to Release allows a parent or authorized third party to contact the university on behalf of the student about educational or financial records.

When establishing your access, the student authorized university officials to discuss, disclose or release one or more specific types of education records to you.

- **All Education Records** – Includes any and all academic, financial and personal information
- **Academic Record Only** – Includes, but is not limited to, GPA, grades, degree progress, academic standing, academic holds, class schedule, transcript requests, academic advising
- **Financial Record Only** – Includes, but is not limited to, financial aid (limited per Gramm-Leach-Bliley Act of 1999), account (billing/payments), financial holds, tuition classification, COF

NOTE: Release of student health, housing and/or student conduct information must be requested through the respective department on campus.

Request Student Information

If you don't know which type(s) of records you have access to, please ask your student before contacting the university.

You may discuss or request the authorized student records by phone, in person or in writing. When you do so, include both your name and the password your student established for you.

Troubleshooting

I want my student to set up FERPA Consent to Release. How does he or she do that?

Students initiate FERPA Consent to Release in MyCUInfo. Direct them to **Privacy Settings** on the right menu, then click the **FERPA Consent to Release** tab.

How do I prove that I've been granted FERPA consent?

The student who granted you access will need to share a unique password with you in order to prove your identity for discussing the student's record with the university.

Why can't I see anything online?

Because FERPA Consent to Release only applies to in-person or phone communication. There is no online option or portal for parents or authorized third parties to use. If you'd like an online option, see ["CU Guest Access" on page 29](#).

I'd like to see my student's record online. How can I do that?

Your student will need to establish CU Guest Access for you in their MyCUInfo portal. See ["CU Guest Access" on page 29](#).

What if my question isn't answered here?

Visit our [FERPA Consent to Release FAQs](#) webpage for additional questions and answers.

CU Guest Access

What Is It?

CU Guest Access is a read-only, online option that allows you to view specific aspects of your student's education record. Your student selects components of their record for you to view, and they can modify or revoke access at any time. You can't make any changes to the student's record or complete any transactions on the student's behalf.

NOTE: CU Guest Access **does not** enable you to contact the university with questions regarding your student's record. Records can only be discussed with a parent or third party if the student has filed a FERPA Consent to Release (see ["FERPA Consent to Release" on page 27](#)).

A limited number of items are available through CU Guest Access. These include:

- **Advisor information**—May include name and email for assigned advisors based on plan or program
- **College Opportunity Fund (COF) selections**—For Colorado resident undergraduate students who are COF eligible
- **Class schedule**—Enrolled, dropped and waitlisted classes by term
- **Contact information**—Includes student home, mail and local addresses, CU Boulder email addresses and phone numbers
- **Course history**—A record of all classes taken, including campus, status and grades
- **Emergency contact information**—All emergency contact information supplied by the student, including a contact's relationship, address, phone and email, if available
- **Enrollment appointments**—Enrollment dates for upcoming terms by campus
- **Grades**—All grades from classes taken at a University of Colorado campus, including credit hours and GPA
- **Health insurance selection**—Coverage selected or waived by the student and by term
- **Holds**—Current campus-specific holds that may impact registration
- **Program/plan information**—Includes all institution, career, program, major and degree
- **Transfer credit report**—Credit received from external institutions and applied at CU
- **Unofficial transcripts**—Includes "All CU Careers" unofficial transcript

Once the student submits your credentials, you'll receive an email listing the record components they've granted you access to, along with a link to create your account.

Create Your Account

After the student grants you access, you'll receive an email from do-not-reply@cu.edu that specifies the types of information you have permission to view.

Access to Susie Sassafrass's specified student record information has been granted to you.

 From **do-not-reply@cu.edu** 
To **sample@gmail.com** 
Date **Thu 08:45**

Ralphie Buffalo,

You have been granted access to Susie Sassafrass's data. After successfully creating your CU Guest Access account (see instructions below), you will be able to view the following information online:

- View Advisor Information
- View COF
- View Class Schedule
- View Contact Information
- View Course History
- View Emergency Contact Information
- View Enrollment Appointments
- View Grades
- View Health Insurance Selection
- View Holds
- View Program/Plan
- View Transfer Credit Report
- View Unofficial Transcripts

If you need assistance with the instructions below, visit the help page associated with your student's campus.

- Boulder: [CU Guest Access FAQs](#)
- Colorado Springs: [Guest FAQs](#)
- Denver: [Guest FAQs](#)
- Anschutz Medical Campus: [Guest FAQs](#)

Authentication Instructions (First-Time Users Only)

Creating your account is a two-step process. Follow the instructions below to complete the first step. Successful completion triggers a second email containing instructions for the second step.

1. Go to the University of Colorado's [CU Guest Access authentication](#) page.
2. You must connect your new CU Guest Access account to an existing LinkedIn, Facebook or Google/Gmail account associated with the email address to which this message was sent. If you do not have such an account, you'll need to either create one or ask the student to establish your access using a different email address. This connection is for authentication purposes only; the University of Colorado retains no record of or access to your chosen social media account.
3. Follow the on-screen steps to authenticate your social media login with CU System Login (steps differ slightly for each social media provider).
4. On the "Create Account" screen, enter the email address to which this email was sent and your first and last name. Click **Create Account**.
 - a. If an error message tells you the email address is incorrect, click **OK**, check your email address and try again.
 - b. If a message tells you an account already exists with that email address, you likely created a CU Guest Account earlier with a different student. See **Activation Instructions** below.
5. If your account authentication is successful, then you've finished the first step in creating your CU Guest Access account. You'll receive a second email from do-not-reply@cu.edu with instructions to complete the final step.

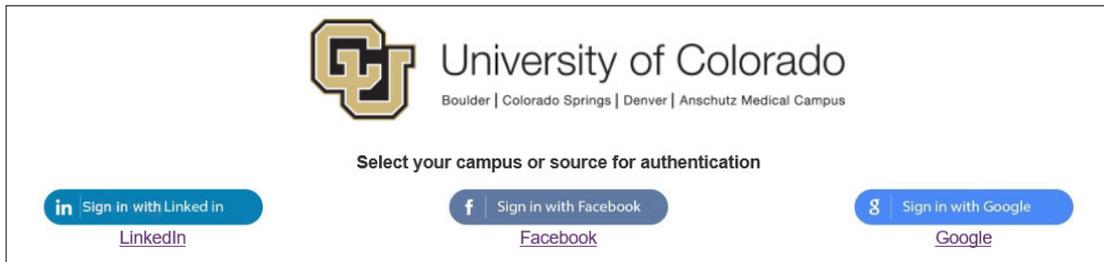
Activation Instructions (Existing Users Only)

If you've already created a CU Guest Access account for a different University of Colorado student using the same email address, all you need to do is associate your existing account with this new student.

1. Go to the University of Colorado's [CU Guest Access authentication](#) page.
2. Sign in using the same LinkedIn, Facebook or Google/Gmail account associated with your existing CU Guest Access account.
3. On the terms and conditions page:
 - a. Read the terms and conditions, then click the checkbox next to "I accept terms and conditions."
 - b. Enter your security key: mVkJmch
 - c. Enter the email address to which the email was sent.
 - d. Click **Submit**.
4. You now have access to the **Shared Information Center** for this student as well as your previous student(s). To exit, click **Sign out**.

[This is an auto-generated email; please do not respond to this message.]

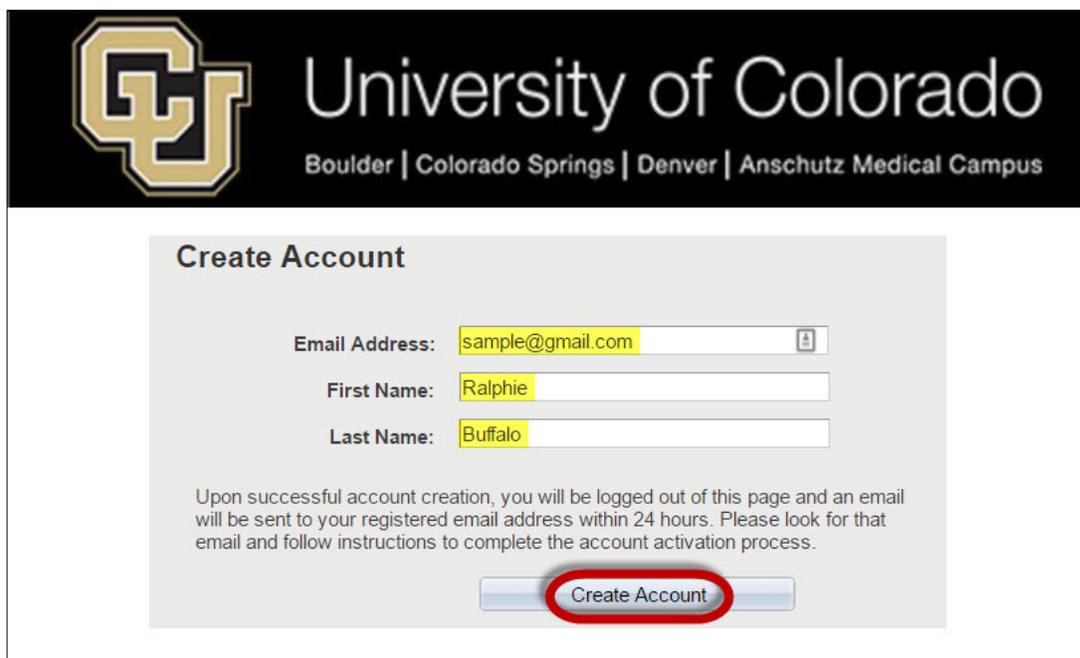
Follow the link in the email, then choose a social media account that's already associated with the email address where the email was sent.



NOTE: Guests may only use [LinkedIn](#), [Facebook](#) or [Google](#) (including a Gmail email address) to establish CU Guest Access. This connection is for authentication purposes only; CU Boulder retains no record of or access to the social media account used.

Follow the on-screen steps to authenticate your social media information with CU System Login (the steps are slightly different for each social media account).

On the next screen, enter the email address where the email was sent and your first and last name. Click **Create Account**.



If the email address is incorrect, a message appears. Click **OK**, then try again.



If the activation is successful, you'll receive a second email from do-not-reply@cu.edu when your account has been activated. Follow the link in the email.

Your CU Guest account has been activated.

From **do-not-reply@cu.edu** 
To **sample@gmail.com** 
Date **Thu 08:45**

Ralphie Buffalo,

Follow the instructions below to finish setting up your account.

If the browser window is open from Step 1, please close it.

Activation Instructions

1. Go to the University of Colorado's [CU Guest Access authentication](#) page.
2. Sign in using the same LinkedIn, Facebook or Google/Gmail account you connected to your new account in the previous step.
3. On the terms and conditions page:
 - a. Read the terms and conditions, then click the checkbox next to "I accept terms and conditions."
 - b. Enter your security key:
 - Sally Sassafrass, Security Key: mVkJmch
 - c. Enter the email address to which this email was sent.
 - d. Click **Submit**.
4. You now have access to the **Shared Information Center**. To exit, click **Sign out**.

In the future, log in to CU Guest Access at www.cu.edu/cu-sis/cu-guestaccess.

If you need assistance, please review the help materials for your student's campus.

- Boulder: [CU Guest Access FAQs](#)
- Colorado Springs: [Guest FAQs](#)
- Denver: [Guest FAQs](#)
- Anschutz Medical Campus: [Guest FAQs](#)

[This is an auto-generated email; please do not respond to this message.]

Use the same social media account you used in the previous step.

 **University of Colorado**
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

Select your campus or source for authentication

 Sign in with LinkedIn
[LinkedIn](#)

 Sign in with Facebook
[Facebook](#)

 Sign in with Google
[Google](#)

Read the terms and conditions, then click the checkbox next to **I accept terms and conditions**. Enter the security key you received in your email and the email address to which it was sent. Click **Submit**.

Terms and conditions for accessing somebody else's data

Terms and Conditions

You have been granted access to view student record information that belongs to somebody else. By accepting these terms and conditions, you consent to protect the privacy of the student and to use the data fairly and lawfully by not further releasing sensitive student information to unauthorized individuals.

The following terminology applies to these Terms and Conditions: "Student" refers to the person who authorized you access. "Guest" refers to you, the person authorized to view the student's data.

Agreement:
All guests are required to sign this agreement for each of the students that authorized them access to their data confirming their understanding and acceptance of this policy. You sign the agreement by accepting the terms and conditions, entering your Security Key and your email address.

I accept terms and conditions **Acceptance Date:** 07/10/2017
 I decline terms and conditions

Security Key (Security Key was included inside the email notification you received)

Contact Email (Email address where email notification was sent to you)

SUBMIT

You now have access to the **Shared Information Center**. To exit, click **Sign out**.

The screenshot shows the CU Guest Access navigation interface. At the top, there are navigation tabs: Favorites, Main Menu, Self Service, and CU Guest Access Navigation. On the right side of the top bar, there is a 'Home' link and a 'Sign out' button, which is circled in red. Below the navigation tabs, there is a sidebar menu with the following items: CU Guest Access, Program/Plan Data, Unofficial Transcript, View Advisors, View COF, View Class Schedule, View Course History, View Enrollment Appointments, View Grades, View Health Insurance, View Transfer Credit Report, View Address, View Email Addresses, View Phone, Holds, and Emergency Contact. The main content area displays a 'Welcome' message and 'Welcome to CU Guest Access'.

A message appears letting you know to exit your web browser.

Have You Selected to Sign Out?
Make sure that you exit out of your web browser to complete your log out and end your session. On Macintosh, make sure that you go to File and select Quit.

 **University of Colorado**
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

Log in to [CU Guest Access](#).

Click on your campus to log in to Campus Solutions.



CU-Boulder



UCCS



CU Denver | Anschutz



CU System Office

Access Student Information

Now that you've set up and activated your account, you can log in to CU Guest Access anytime.

Use the link www.colorado.edu/registrar/guest to go to a page featuring a large CU Guest Access graphic. Click **Log In**.

SUPPORT CU CU CAREERS EMPLOYEE AND STUDENT PORTALS

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CU GUEST ACCESS

LOG IN

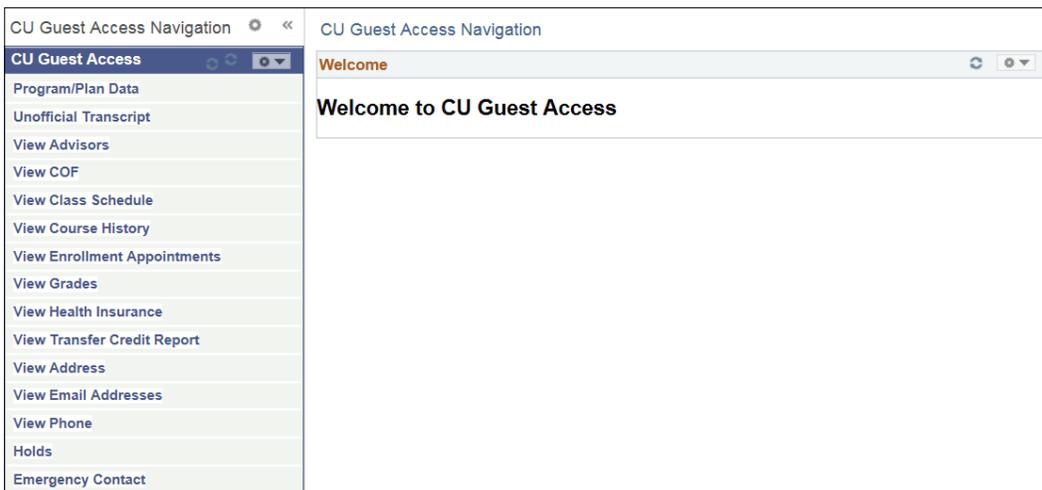
If you've just logged out of the **Shared Information Center**, or if you tried to activate your account twice, you'll be directed to a page featuring the four University of Colorado student information systems. Click **Log in to CU Guest Access**.



Use the same social media account you used to set up and activate your account to log in.



In the **Shared Information Center**, follow the links in the menu to view the information the student has granted you access to.

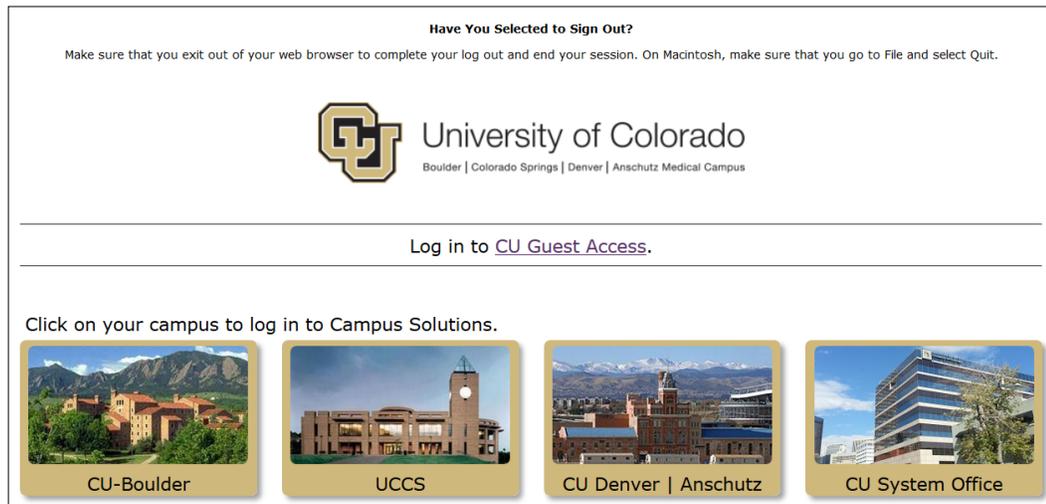


NOTE: Only the information the student has granted you access to will appear in the menu. If you need access to additional information, contact your student.

To exit, click **Sign out**.



A message appears letting you know to exit your web browser.



Troubleshooting

What if I don't have one of the three social media accounts?

CU Guest Access can only authenticate a guest's identity using one of these three social media platforms at this time, so you'll need to create a free account with one of them to use this service.

I don't want to create a social media account. What else can I do?

FERPA Consent to Release may be a good option. See ["FERPA Consent to Release" on page 27](#).

I never received an email. What do I do?

First, check your spam folder. Next, make sure you're in the email account the student entered in the system. Finally, if you still can't find the email, ask your student to re-send your notification.

Does my social media account need to use the same email address as CU Guest Access?

Yes. The email your student used to establish your access must match the email you use for at least one of the three social media platforms.

When I click on the social media account I want to use, I get a "You are not authorized for this page" message. What's wrong?

You've probably already logged in to that social media account in that browser (note: Gmail is part of the Google platform). You have three options:

- 1) If you don't need to be logged in to that account right now, log out and try again.
- 2) If you're still on the first activation step (i.e., you haven't logged in using a social media account) and that same email address is associated with another of the three platforms, use a platform you're not using right now.
- 3) If you need to have both CU Guest Access and your social media account open at the same

time, follow these steps:

- a) Open a different browser (e.g., Internet Explorer, Safari, Google Chrome, Mozilla Firefox).
- b) Confirm that you're not logged in to your social media account in that browser.
- c) Copy the link from your email message into the browser's address bar and hit **Enter**.
- d) Select your social media account, and continue the process.

I get an "Error - Single Sign-On" or "Unable to retrieve social id and type" message when I try to authenticate or access my account. What's wrong?

First, make sure you're not already logged in to the social media account (see previous FAQ).

If that doesn't solve the problem, close and reopen your browser, then clear its cache (see instructions for [Internet Explorer](#), [Safari](#), [Google Chrome](#), [Mozilla Firefox](#)).

If you're still having problems, contact the Office of the Registrar for troubleshooting help.

I'm having trouble accessing or navigating the system. Who can I talk to?

Please contact the Office of the Registrar.

What if I can't remember the security key?

Your student can re-send the email that contains the security key. See ["Resend a Guest's Email Notification" on page 21](#).

My security key expired. What do I do?

Your student will have to delete your guest account and create a new one. See ["Remove a Guest's Access" on page 24](#).

I have a question about something in my student's record. Who can I talk to about it?

Unless your student has submitted a FERPA Consent to Release, your student is probably the only person who can discuss their FERPA-protected information with you. CU Boulder can only release a student's non-directory information to a parent or other third party under [specific circumstances](#).

What if my question isn't answered here?

Visit our [CU Guest Access FAQs](#) webpage for additional questions and answers, or contact the Office of the Registrar.