



Registrar Network

UNIVERSITY OF COLORADO BOULDER

Below is the update from the Office of the Registrar for May 24, 2016. If you have any questions, please contact the person or unit associated with the update.

Contents:

- New Online Document Library
- Registrar's E-memo: REMINDER: Complete Your FERPA Consent to Release

New Online Document Library ([Dustin Moody](#))

The Office of the Registrar recently released an [online document library](#) that consolidates our most used documents and forms, and replaces a feature that was part of the old website. Documents are organized by audience and topic, and will be continually updated as new resources become available.

Registrar's E-memo ([Crystal Eilerman](#))

The following e-memo was sent on Thursday, May 19, to students who were enrolled in Spring 2016 classes who still had an R02 service indicator on their record (i.e., had not completed an online FERPA Consent to Release).



Office of the Registrar

UNIVERSITY OF COLORADO BOULDER

Dear [first],

Based on our records, you have not completed an online FERPA Consent to Release. If you did so this morning, please disregard this message.

If you don't submit your online FERPA authorization by 11:59 p.m. on May 27, you will no longer have a FERPA consent form on file, and CU-Boulder will be unable to release any FERPA-protected student record information to any external party.

To allow your authorized third parties to maintain their access to your education records, submit your online authorization by **Friday, May 27, at 11:59 p.m.**

1. Log in to [MyCUInfo](#).
2. Expand the **Profile and Settings** menu on the right side of the page.
3. Under **Helpful Links**, click **Privacy Settings**.
4. Click the **FERPA Consent to Release** tab.
5. Enter your authorized third party's full name, organization (if applicable) and password.
6. Click **Save**.

For step-by-step instructions, see [FERPA Consent to Release](#).

Please visit or contact the Office of the Registrar with any questions.

Regards,

Office of the Registrar

20 UCB Boulder, CO 80309

[Map: Regent Administrative Center Room 101](#)

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