

Granting a parent/guardian permission to view your student record and/or pay bill

***Please note – You must have the social security number of the person you are granting access to**

Step 1 – Log in to Cowley Connect, click on the “Student” tab, click on “Parent/3rd Party FERPA Permission”, click on “Define New FERPA Permissions”.

The screenshot shows the Cowley Connect website interface. At the top, there is a navigation bar with the following links: Home, Future Tiger, Student, Student Billing, Graduation, Housing, Athletics, and My Pages. The 'Student' link is circled in red. Below the navigation bar, the breadcrumb trail reads: You are here: Student > Parent / 3rd Party FERPA Permission. On the left side, there is a sidebar menu with various options. The 'Parent / 3rd Party FERPA Permission' link is circled in red, and a red arrow points from this link to the main content area. In the main content area, the title is 'Parent / 3rd Party FERPA Permission'. Below the title, there is a section titled 'What is FERPA?' followed by a paragraph explaining the Family Educational Rights and Privacy Act of 1974. Below this, there is a section titled 'Set FERPA Permissions' with a paragraph that says 'To give a parent/guardian or other 3rd party permission to access your account, click on [Define New FERPA Permissions](#) and click on the 'Next Page' link at the bottom of the page.' The link 'Define New FERPA Permissions' is circled in red.

Step 2 – When the Introduction page comes up click on the “Next Page” link on the right side, then enter your parent/guardian information (Section 1). Make sure each field denoted as “*Required” is filled. When you’ve finished filling out the page, click on the “Next Page” link located at the bottom right of the page.

Step 3 – Continue filling out the “FERPA Permissions” (Section 2), then click on the “Next Page” in the lower right. When the next page comes up take a moment to review the information you’re about to submit, then enter your personal email address in the box at the bottom of the page.

Step 4 - Click on the “Submit Permissions Form” button at the bottom of the page, and you’ll receive a confirmation on the screen.