

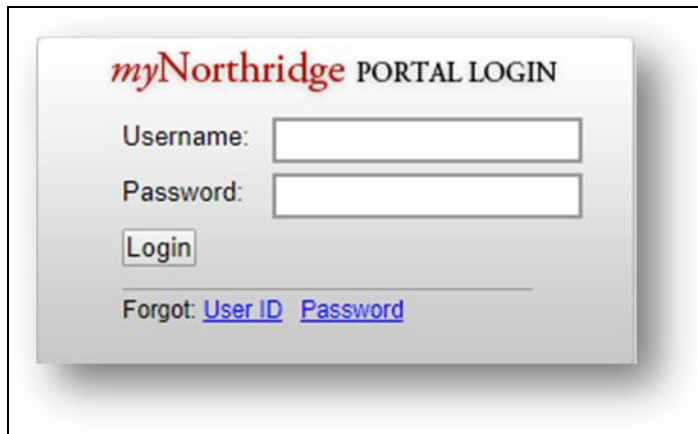
University Cash Services

**ONLINE AUTHORIZATION TO RELEASE
FINANCIAL INFORMATION PROCESS**

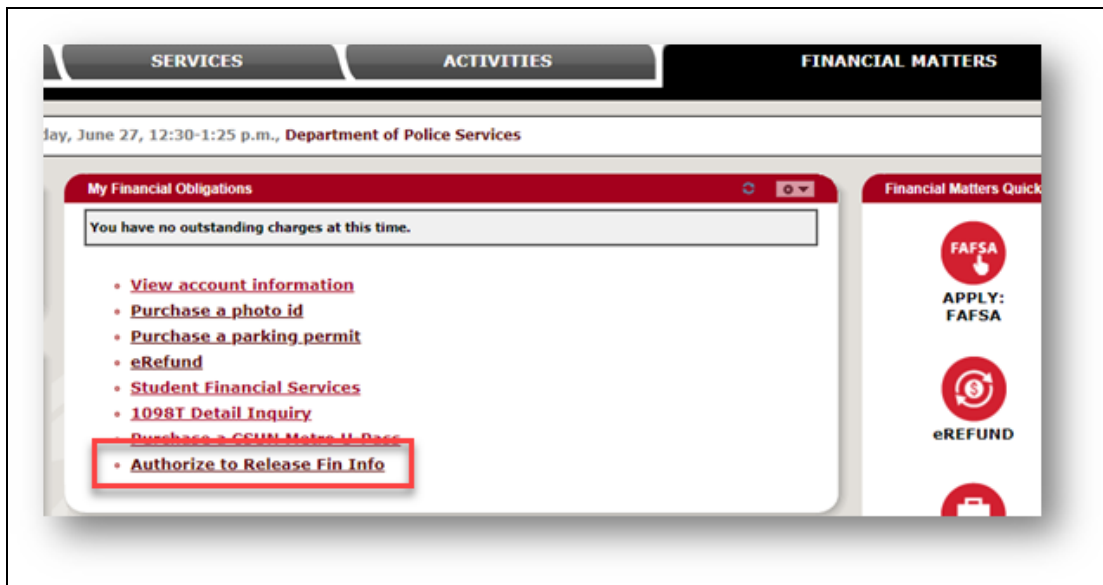
Bayramian Hall Lobby
Phone: (818) 677-8000 Option 3
Fax: (818) 677-4911
Mail Code: 8214

Electronic authorization through the student portal is now the only way to submit a FERPA authorization form.

1. Login to the **myNorthridge Portal**.



2. On the **Financial Matters** tab, under **My Financial Obligations** pagelet, select **Authorization to Release Fin Info**.



3. Review the FERPA Authorization Form and select the **type of update**:

- Add/Update
- Revoke

The Family Educational Rights and Privacy Act (FERPA) is designed to protect the privacy of a student's educational records. These confidential records include financial aid, scholarship and billing/account information, and will not be released without written consent.

By providing my electronic signature to this form, I authorize Financial Services to discuss confidential account information for the purposes of understanding and meeting university-related financial obligations with the person(s) listed on this form. I understand my student account, including payments and charges posted to that account, financial aid balance checks, and the refund amounts I may have received.

My financial aid and scholarship award types and amounts.

My housing and meal plan charges, which may include amounts owed as well as amounts paid.

Any other unpaid bills that are owed to the University.

This authorization will remain in effect from the date it is executed until revoked by the via submission of an updated form or after six (6) months from its expiration from the University. Only the student indicated below can legally complete this authorization.

Select one:

Select one:

Add/Update my list of approved persons to those listed in Section I below. Void all previously submitted forms.

Revoke authorization for all previously submitted forms. Do not release my student financial information.

Designee Name
/ other aliases

Email Address

Relationship to Student
/ other

Personal Identification Number (4-digit PIN)
/ other

4. When selecting **Add/Update**, provide the following required information:

- Designee Name
- Relationship to Student
- Designee's email address
- Personal Identification Number (4-digit PIN) – Designee must know this PIN to receive information regarding student's account.
- Student may add multiple designees by selecting the **Add** button located on the bottom right hand corner of the screen.

Create a 4-digit PIN for the designee and share it only with that person.

Designee Name

Email Address

Relationship to Student

Personal Identification Number (4-digit PIN)

Add

5. Review the terms of the FERPA Authorization Form carefully. Check the electronic signature statement, followed by the **Submit** button.

II. STUDENT ELECTRONIC SIGNATURE:

Student Name

By providing my electronic signature to this form, I authorize First [unclear] the persons listed on this form.

Submit