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

1. Login to the myNorthridge Portal.

3. Review the FERPA Authorization Form and select the **type of update**:
   - Add/Update
   - Revoke

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