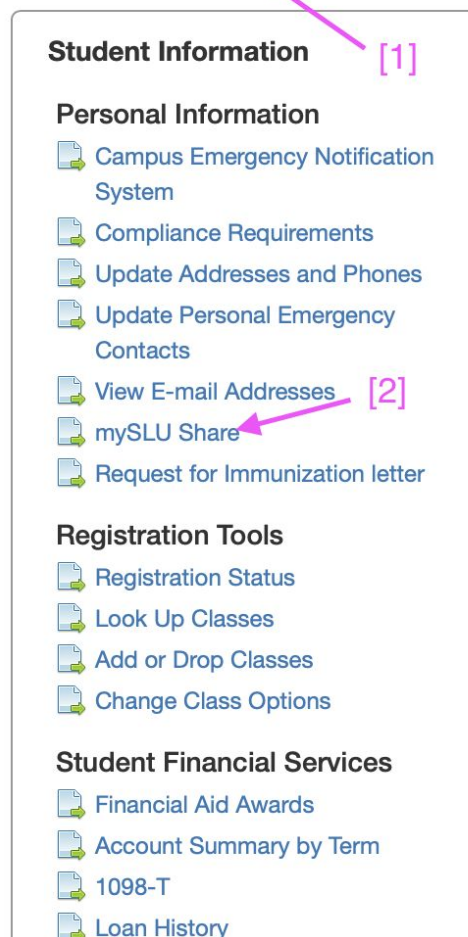
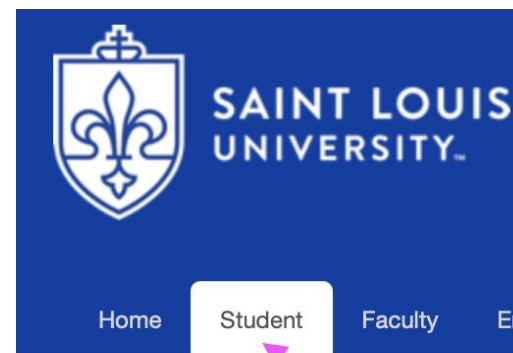
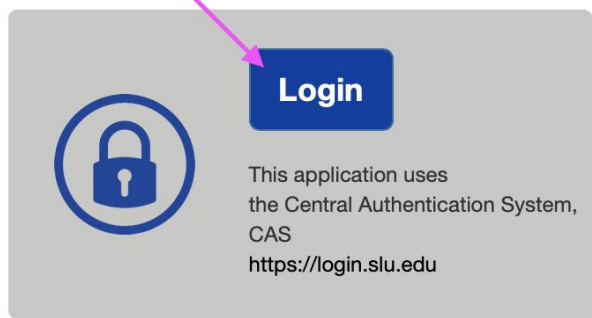


## mySLU Share

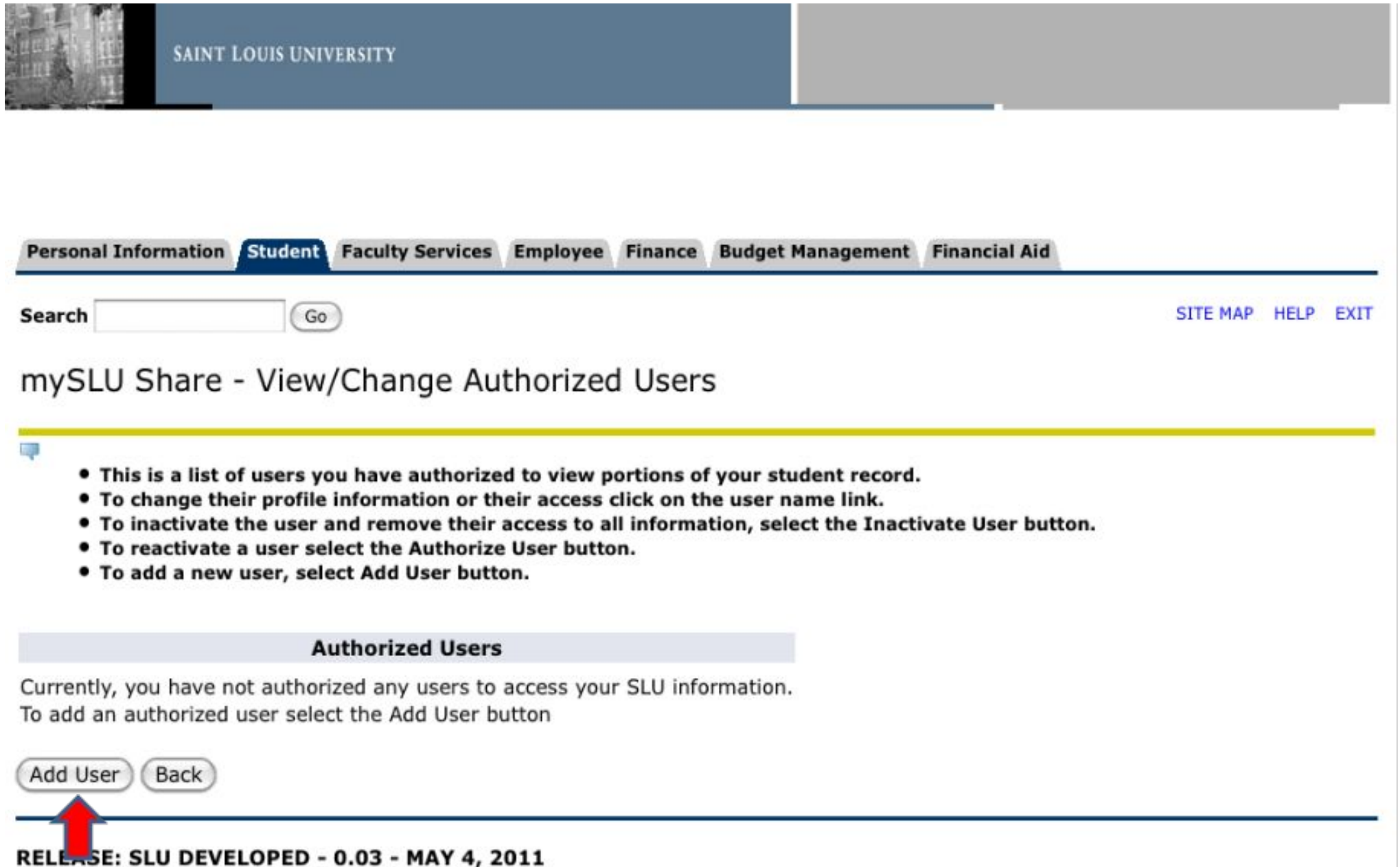
Student Authorization of Education Record Release

Topic: Allowing authorized individuals access to portions  
of your student record.

Go to [mySLU.slu.edu](https://mySLU.slu.edu) and login with your SLU Net ID and password. Click on the Student tab then the mySLU Share link



You can now add an authorized user by clicking **Add User**




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## mySLU Share - View/Change Authorized Users

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 • This is a list of users you have authorized to view portions of your student record.  
• To change their profile information or their access click on the user name link.  
• To inactivate the user and remove their access to all information, select the Inactivate User button.  
• To reactivate a user select the Authorize User button.  
• To add a new user, select Add User button.

### Authorized Users

Currently, you have not authorized any users to access your SLU information.  
To add an authorized user select the Add User button



RELEASE: SLU DEVELOPED - 0.03 - MAY 4, 2011

Fill in all required information and select **Continue**



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## mySLU Share - Add Authorized User Profile Information

\* - indicates a required field.

**First Name: \***

**Last Name: \***

**Email Address: \***

**Relationship: \***

**Street 1: \***

**Street 2:**

**City: \***


**State: \***

**Zip Code: \***

**Country: \***

**Telephone: \***

Read the text and check the indicated checkbox. Next select **Continue**.



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## mySLU Share - Student FERPA Release to Third-Party

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\* - indicates a required field.

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. In compliance with FERPA, the University is prohibited from providing certain information from your student records to a third-party, such as information on grades, billing, tuition and fees assessments, financial aid (including scholarships, grants, work-study, or loan amounts) and other student record information. This restriction applies, but is not limited, to your parent(s)/legal guardian(s), your spouse, or a sponsor.

You may, at your discretion, grant Saint Louis University permission to release information about your student education records to a third-party by submitting this Student FERPA Release Form. Third-parties to whom you grant access to information on your student records will be provided a login/password to mySLU Share and an Access Code that they will use to identify themselves when gaining access to these records. The specified information may be made available only if requested by the authorized third-party. The University does not automatically send information to a third-party unless requested to do so by law or agreement.

You are urged to inform your parent(s)/guardian(s) of this fact if you decide not to execute the authorization form.

More info related to FERPA can be located at [FERPA.slu.edu](http://FERPA.slu.edu)

**PLEASE NOTE:** If you as a student choose not to grant access to your parent(s)/legal guardian(s), but you are listed as their dependent for tax purposes, parents may complete and submit the Parent Waiver Statement along with appropriate documentation to gain access to your records. The Parent Waiver Statement must be submitted annually as dependency status may change.

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\* I certify that I, Brooke D Shane, as of this date, give permission to disclose the specified information contained in my student records under the conditions of the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) to the aforementioned third-party.

I understand that (1) the Student Release is in effect from the date submitted for the time I am a student at Saint Louis University; (2) changing/revoking of permission for disclosure may be made at any time through Banner Self-Service; (3) if a third-party has changed their email address since completing this process I will need to submit a new Student FERPA Release; (4) without this authorization, Saint Louis University's ability to disclose information from your records to third-parties or to speak to third-parties about information from your records will be significantly restricted.

You can now select the information you would like to share by clicking the corresponding checkboxes, and then by clicking **Save**

The screenshot shows the Saint Louis University website header with the 'Student' tab selected. Below the navigation bar is a search field and links for 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'mySLU Share - View/Change Authorized User Access'. A list of instructions explains the sharing process. Below this, the user 'Jo Billiken - jobilliken@example.com' is selected. The interface is divided into five columns: Registration, Student Records, Student Accounts, Financial Aid, and Other Authorization. Each column contains a 'Select All' link and several checkboxes for specific information categories. At the bottom, there are 'Save', 'Back', and 'Cancel' buttons. A red arrow points to the 'Save' button. A footer note reads 'RELEASE: SLU DEVELOPED - 0.03 - MAY 4, 2011'.

SAINT LOUIS UNIVERSITY

Personal Information **Student** Faculty Services Employee Finance Budget Management Financial Aid

Search   [SITE MAP](#) [HELP](#) [EXIT](#)

### mySLU Share - View/Change Authorized User Access

- Please choose the portion(s) of your student record that you would like to share.
- Selecting information under the categories of *Registration*, *Student Records*, *Student Accounts* and *Financial Aid* will allow online viewing through mySLU Share and personal contact with appropriate offices.
- Selecting information under *Other Authorization* will allow personal contact with appropriate offices for information that is NOT available online through mySLU Share.
- This person will be assigned an Access Code for discussing your information with appropriate offices.
- Please click *Details* and *HELP* for additional information.

**Select access for Jo Billiken - jobilliken@example.com**

Registration <small>Select All</small>	Student Records <small>Select All</small>	Student Accounts <small>Select All</small>	Financial Aid <small>Select All</small>	Other Authorization <small>Select All</small>
<input type="checkbox"/> Registration Status <small>[Details]</small>	<input type="checkbox"/> Academic Transcript <small>[Details]</small>	<input type="checkbox"/> Student Account Summary <small>[Details]</small>	<input type="checkbox"/> Award Information <small>[Details]</small>	<input type="checkbox"/> Advising/Mentoring <small>[Details]</small>
<input type="checkbox"/> Student Schedule <small>[Details]</small>	<input type="checkbox"/> View Holds <small>[Details]</small>	<input type="checkbox"/> Tax Notification <small>[Displays SSN]</small>	<input type="checkbox"/> Loan Application History <small>[Details]</small>	<input type="checkbox"/> Card Services <small>[Details]</small>
<input type="checkbox"/> Registration History <small>[Details]</small>			<input type="checkbox"/> Financial Aid Requirements <small>[Details]</small>	<input type="checkbox"/> Housing and Residence Life <small>[Details]</small>
				<input type="checkbox"/> Parking Services <small>[Details]</small>
				<input type="checkbox"/> Student Conduct <small>[Details]</small>

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You can now see what users are activated, you can deactivate any user by selecting **Inactivate User**. You can also add another user by selecting **Add User** or change a users access by clicking on the users name.

The screenshot displays the 'mySLU Share - View/Change Authorized Users' page. At the top, there is a header for 'SAINT LOUIS UNIVERSITY' and a navigation menu with tabs for 'Personal Information', 'Student', 'Faculty Services', 'Employee', and 'Financial Aid'. Below the menu is a search bar with a 'Go' button and links for 'SITE MAP' and 'HELP'. The main content area features a yellow horizontal line followed by a list of instructions:

- This is a list of users you have authorized to view your SLU information.
- To change their profile information or their access click on the user name link.
- To deactivate the user and remove their access to all information, select the Inactivate User button.
- To reactivate a user select the Authorize User button.
- To add a new user, select Add User button.

Below the instructions is a section titled 'Authorized Users' containing a table with one entry:

Authorized Users	
Jo Billiken - jobilliken@example.com	Inactivate User

At the bottom of the table, there are two buttons: 'Add User' and 'Back'. Below the table, the text 'RELEASE: SLU DEVELOPED - 0.02 - APRIL 17, 2011' is visible. Three red arrows are overlaid on the image: one pointing to the 'Add User' button, one pointing to the 'Inactivate User' button, and one pointing to the 'RELEASE' text.

## Frequently Asked Questions (FAQs)

**Q-Will there be any correspondence sent to the authorized user during this process?**

A- Yes. The authorized user will receive an email when access is granted or removed.

**Q- Does my authorized user need an email address?**

A- Yes. a valid email address is required to be an authorized user.

**Q- What if my parents share the same email address?**

A- In order for individual authorization, users will need individual email addresses.

**Q- Who should I contact if I have issue or questions regarding mySLU Share?**

A- Please contact the Office of the University Registrar with questions regarding your student information (314) 977-2269. Please contact the University's Help Desk with technical issues (314) 977-4000.

**Q- How will authorized users access the shared information?**

A- Authorized users will go to [mySLUShare.slu.edu](https://mySLUShare.slu.edu).

**Q- How can authorized users reset their password?**

A- Authorized users will go to [mySLUShare.slu.edu](https://mySLUShare.slu.edu) and click Forgot Password.