mySLU Share

Student Authorization of Education Record Release

Topic: Allowing authorized individuals access to portions of your student record.
Go to mySLU.slu.edu and login with your SLU Net ID and password. Search for Banner Self-Service
In Banner Self-Service, go to the Student tab
Click on mySLU Share
You can now add an authorized user by clicking **Add User**.
Fill in all required information and select **Continue**
Read the text and check the indicated checkbox. Next select **Continue**.

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

* - 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.

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[Continue] [Back]

RELEASE: SLU DEVELOPED - 0.04 - MAY 9, 2011
You can now select the information you would like to share by clicking the corresponding checkboxes, and then by clicking **Save**.
You can now see what users are activated, you can inactivate 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.
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.

Q- How can authorized users reset their password?
A- Authorized users will go to mySLUShare.slu.edu and click Forgot Password.