

## Electronic FERPA Release Landing Page

[Click Here](#) to watch an instructional video on how to determine if the cadet has authorized a release of FERPA Protected information to a specific person requesting access.



[Click Here](#) to enter the Parent and Family Portal and access the FERPA Waiver page. The system is set up for Single Sign On (SSO) login, so you do not need an account. Just scroll down and click on enter your normal Citadel credentials then follow the instructions provided in the video.

If you already have an admin role in the Portal (those allowed to submit articles), scroll down to the next slide to find how to access the “Student Screen”

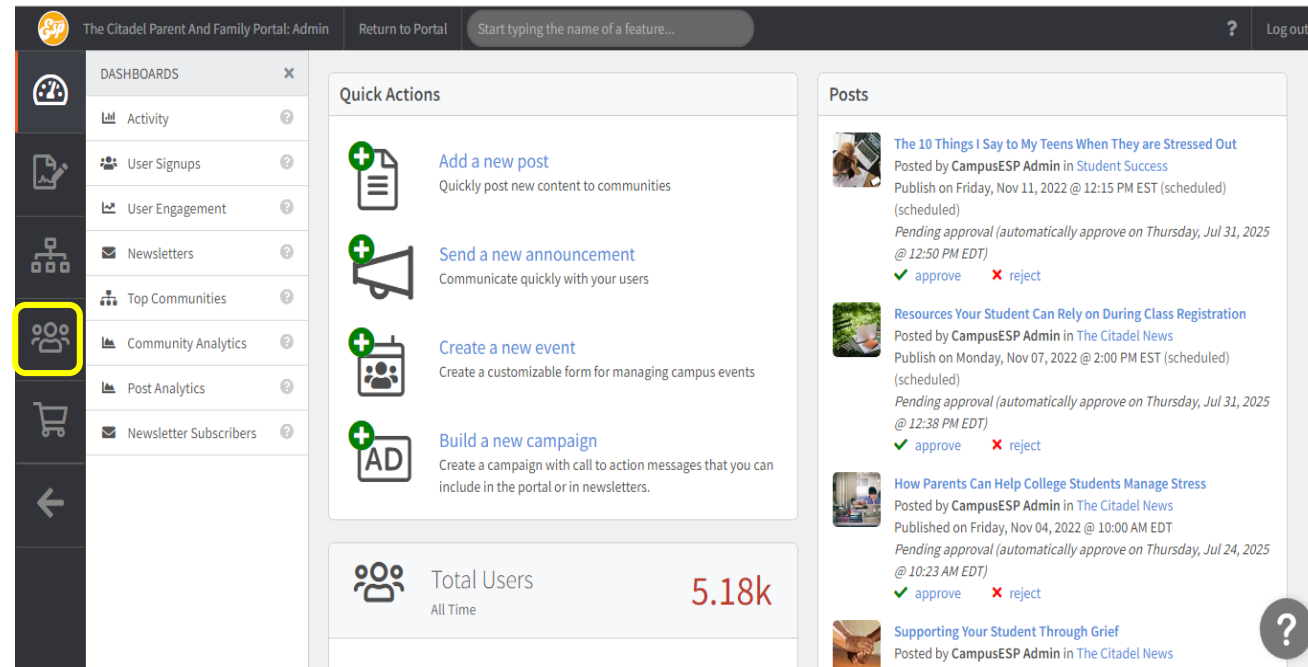


# Accessing the FERPA Information if you already have Admin Access in the Portal



1) Click on the Profile Button then “Admin” on the dropdown menu

2) On the far left side select “Users”



# Accessing the FERPA Information if you already have Admin Access in the Portal

3) Under “Users” select “Students”

Name/Email	Sessions	Communities	Open Rate	Clicks:Opens
Stacy Bowes xsbowes@gmail.com Joined Aug 23, 2022 last active 3 months ago	9	0.0%	0%	
Richard Barnett barney50.50@gmail.com Joined Jul 16, 2021 last active about 1 month ago	1	11	57%	3.3%
system@campusesp.com system@campusesp.com Joined Jun 07, 2021	0.0%	0%		
Terri Bickley tsbickley345@gmail.com Joined Aug 23, 2021 last active 12 days ago	4	10	100%	5.8%
Parent invalid_234@campusesp.com Joined Sep 29, 2021 last active about 1 year ago	1	6	--	--
Leah Duncan leahfamjohnson@yahoo.com Joined Jul 16, 2021 last active about 1 month ago	1	18	43%	25%

Start typing name, email, key, login, or student id...

To search for students, start typing in the search box. (First name, last name, or email address.)

4) Type in the Cadet’s name and follow the instructions in the video by clicking on the CampusESP logo below:

