Office
of the
University
Registrar
University City

Drexel University

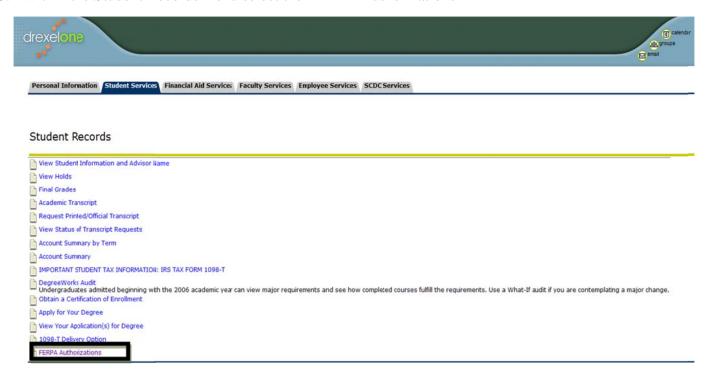# Student Guide to Submitting and Changing a FERPA Waiver Request via DrexelOne.

1. Login to DrexelOne at https://one.drexel.edu and select the Students tab.
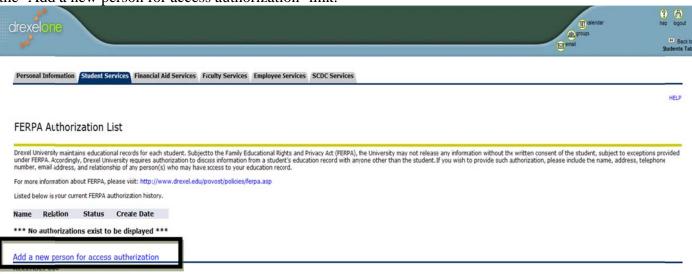

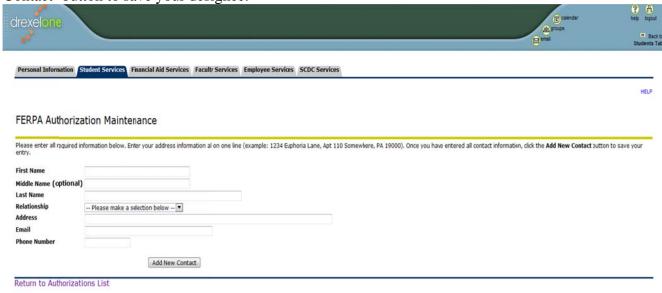2. In the Student Records channel, select More BannerWeb Student Records

3. Within the Student Records menu select the FERPA Authorizations link
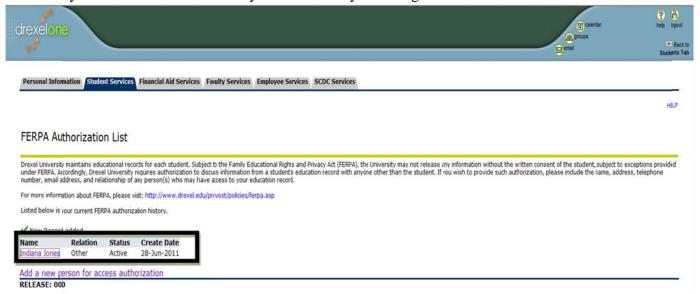
4. In the FERPA Authorization List screen you can add a new person as a FERPA designee by selecting the 'Add a new person for access authorization' link.
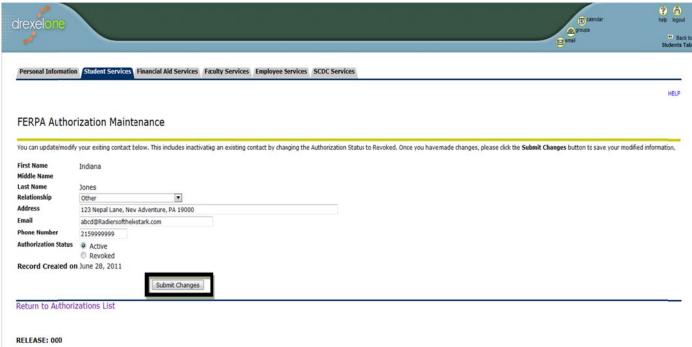

5. In the FERPA Authorization Maintenance screen enter all necessary information related to the FERPA designee such as First Name, Last Name, specific relation to you (via the drop down menu), address (you must enter it all on one line, example: 1234 Euphoria Lane, Apt 110 Somewhere, PA 19000), email address and lastly phone number. Once you have entered all contact information, click the 'Add New Contact' button to save your designee.
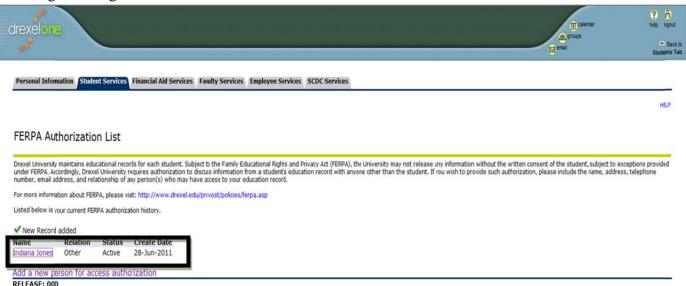
6. Once you have added your FERPA designee by clicking the **'Add New Contact'** button to save your entry, you will be able to verify the information that you have entered in the FERPA Authorization List screen. If you need to edit the contact you can do so by selecting the contact's name.
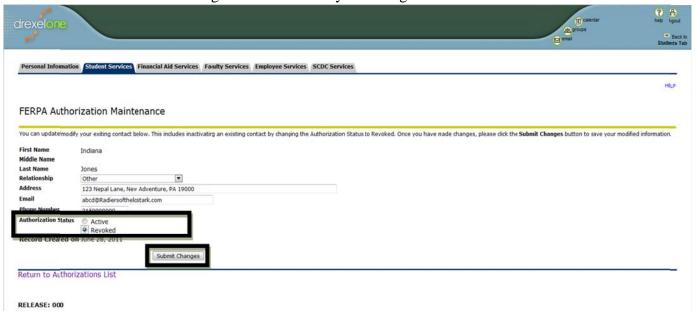

7. You can edit all the information that you have entered for the contact in the FERPA Authorization Maintenance screen. Once you are done editing the information, select the "submit changes' button to save your changes.
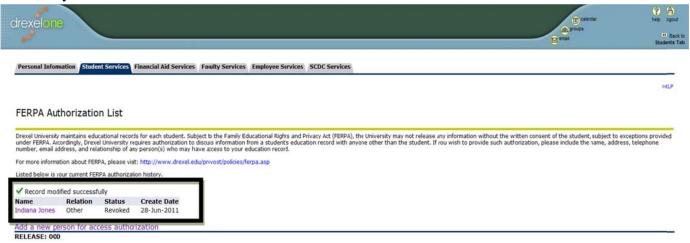
8. If you no longer wish to have a specific designee listed, you will need to revoke the designee by selecting the designee listed in the FERPA Authorization List screen.

9. In the FERPA Authorization Maintenance screen you will select 'Revoked' as the Authorization Status and then select the "submit changes' button to save your changes.

10. In the FERPA Authorization List screen the record will now be listed as 'modified successfully' and the designee will now be listed as 'Revoked" and subsequently will no longer have the appropriate FERPA access to your student records.

11. In accordance with the FERPA policy it is very important to maintain your FERPA Authorization(s) by routinely checking your designees in the FERPA Authorization List screen. This should be done each term to ensure that they are accurate and (if necessary) you should adjust them accordingly.