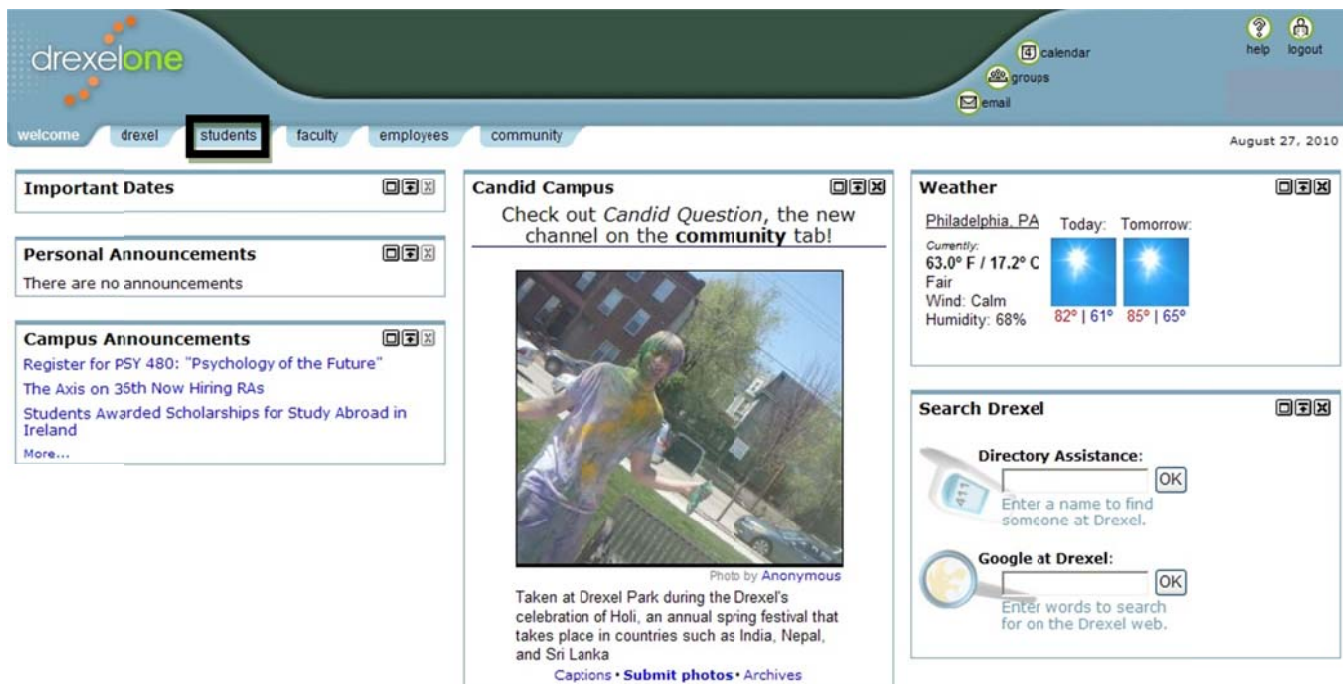


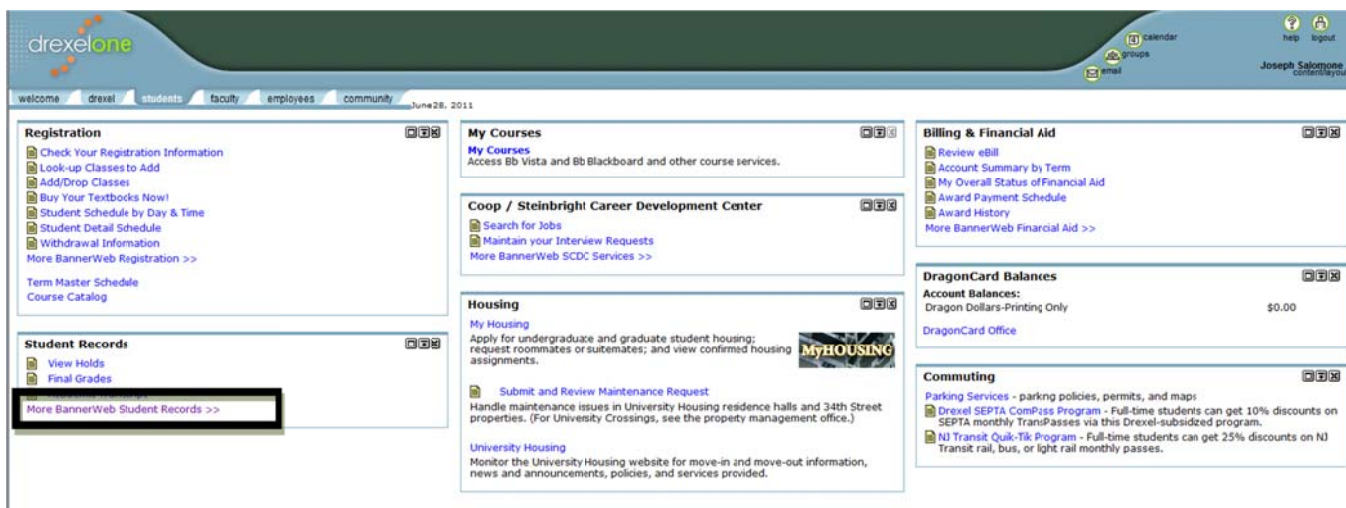
Student Guide to Submitting and Changing a FERPA Waiver Request via DrexelOne.

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



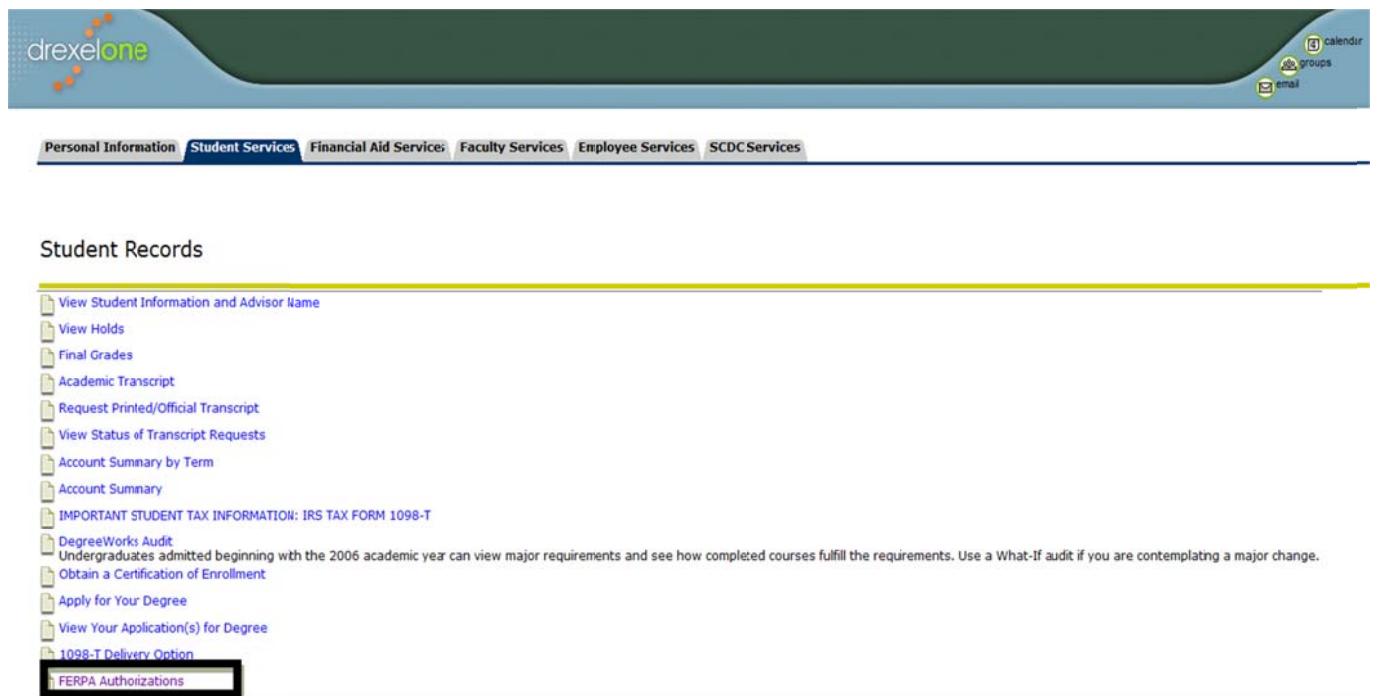
The screenshot shows the DrexelOne homepage. The navigation bar at the top includes links for welcome, drexel, **students** (highlighted with a black box), faculty, employees, and community. On the right, there are links for calendar, groups, email, help, and logout. The date August 27, 2010, is displayed. The main content area features several widgets: 'Important Dates', 'Personal Announcements' (stating there are no announcements), 'Campus Announcements' (listing events like PSY 480 registration and hiring), 'Candid Campus' (a photo of a student at a festival), 'Weather' (for Philadelphia, PA, showing 63.0° F / 17.2° C), and 'Search Drexel' (with directory and Google search options).

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



The screenshot shows the DrexelOne Student Records channel. The navigation bar at the top includes links for welcome, drexel, **students** (highlighted with a black box), faculty, employees, and community. The date June 28, 2011, is displayed. The main content area features several widgets: 'Registration' (with links for checking registration, adding/dropping classes, buying textbooks, etc.), 'My Courses' (with links for searching jobs and maintaining interview requests), 'Coop / Steinbright Career Development Center', 'Housing' (with links for applying for housing and submitting maintenance requests), 'Billing & Financial Aid' (with links for reviewing eBill, account summary, etc.), 'DragonCard Balances' (showing account balances), and 'Commuting' (with links for parking services and transit passes). The 'More BannerWeb Student Records' link in the Student Records widget is highlighted with a black box.

3. Within the Student Records menu select the FERPA Authorizations link



The screenshot shows the DrexelOne web interface. At the top, there is a header bar with the DrexelOne logo on the left and icons for calendar, groups, and email on the right. Below the header is a navigation menu with tabs for Personal Information, Student Services, Financial Aid Services, Faculty Services, Employee Services, and SCDC Services. The Student Services tab is currently selected. Under the Student Services tab, there is a section titled "Student Records". Below this section is a list of links, each preceded by a small folder icon. The links are: View Student Information and Advisor Name, View Holds, Final Grades, Academic Transcript, Request Printed/Official Transcript, View Status of Transcript Requests, Account Summary by Term, Account Summary, IMPORTANT STUDENT TAX INFORMATION: IRS TAX FORM 1098-T, DegreeWorks Audit (with a subtext: Undergraduates admitted beginning with the 2006 academic year can view major requirements and see how completed courses fulfill the requirements. Use a What-If audit if you are contemplating a major change.), Obtain a Certification of Enrollment, Apply for Your Degree, View Your Application(s) for Degree, 1098-T Delivery Option, and FERPA Authorizations. The FERPA Authorizations link is highlighted with a black rectangular box.

drexelone

calendar groups email

Personal Information Student Services Financial Aid Services Faculty Services Employee Services SCDC Services

Student Records

- View Student Information and Advisor Name
- View Holds
- Final Grades
- Academic Transcript
- Request Printed/Official Transcript
- View Status of Transcript Requests
- Account Summary by Term
- Account Summary
- IMPORTANT STUDENT TAX INFORMATION: IRS TAX FORM 1098-T
- DegreeWorks Audit
Undergraduates admitted beginning with the 2006 academic year can view major requirements and see how completed courses fulfill the requirements. Use a What-If audit if you are contemplating a major change.
- Obtain a Certification of Enrollment
- Apply for Your Degree
- View Your Application(s) for Degree
- 1098-T Delivery Option
- FERPA Authorizations

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.

The screenshot shows the DrexelOne interface. At the top is a navigation bar with the DrexelOne logo and icons for calendar, groups, email, help, and logout. Below this is a secondary navigation bar with tabs for Personal Information, Student Services (selected), Financial Aid Services, Faculty Services, Employee Services, and SCDC Services. The main content area is titled "FERPA Authorization List". It contains a paragraph explaining FERPA and a link to the FERPA policy page. Below this, it states "Listed below is your current FERPA authorization history." and shows a table with headers: Name, Relation, Status, and Create Date. The table is empty, and a message says "*** No authorizations exist to be displayed ***". At the bottom of the table, there is a link "Add a new person for access authorization" which is highlighted with a black box.

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.

The screenshot shows the DrexelOne interface. At the top is a navigation bar with the DrexelOne logo and icons for calendar, groups, email, help, and logout. Below this is a secondary navigation bar with tabs for Personal Information, Student Services (selected), Financial Aid Services, Faculty Services, Employee Services, and SCDC Services. The main content area is titled "FERPA Authorization Maintenance". It contains a paragraph explaining the form and a link to the FERPA policy page. Below this, there is a form with the following fields: First Name, Middle Name (optional), Last Name, Relationship (a dropdown menu with the text "-- Please make a selection below --"), Address, Email, and Phone Number. At the bottom of the form is a button labeled "Add New Contact". Below the form is a link "Return to Authorizations List".

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.

The screenshot shows the DrexelOne web interface. The top navigation bar includes links for calendar, groups, email, help, and logout. Below this is a horizontal menu with tabs for Personal Information, Student Services, Financial Aid Services, Faculty Services, Employee Services, and SCDC Services. The main heading is "FERPA Authorization List". A paragraph explains that Drexel University maintains educational records and requires authorization for access. A link provides more information about FERPA. Below this, a table lists the current FERPA authorization history. A green checkmark and the text "New Record added" are visible above the table. The table has four columns: Name, Relation, Status, and Create Date. The first row shows "Indiana Jones" as the Name, "Other" as the Relation, "Active" as the Status, and "28-Jun-2011" as the Create Date. Below the table is a link to "Add a new person for access authorization" and a "RELEASE: 000" status.

Name	Relation	Status	Create Date
Indiana Jones	Other	Active	28-Jun-2011

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.

The screenshot shows the DrexelOne web interface for the FERPA Authorization Maintenance screen. The top navigation bar and horizontal menu are the same as in the previous screenshot. The main heading is "FERPA Authorization Maintenance". A paragraph explains that users can update/modify their existing contact information, including inactivating a contact by changing the Authorization Status to Revoked. Below this, a form contains fields for First Name (Indiana), Middle Name, Last Name (Jones), Relationship (Other), Address (123 Nepal Lane, New Adventure, PA 19000), Email (abcd@Radisersofthelstark.com), Phone Number (2159999999), and Authorization Status (Active). A "Record Created on June 28, 2011" is displayed. A "Submit Changes" button is highlighted with a black box. Below the form is a link to "Return to Authorizations List" and a "RELEASE: 000" status.

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.

The screenshot shows the DrexelOne web interface. The top navigation bar includes links for calendar, groups, email, help, and logout. Below this is a secondary navigation bar with tabs for Personal Information, Student Services, Financial Aid Services, Faculty Services, Employee Services, and SCDC Services. The main heading is "FERPA Authorization List". A message states: "Drexel University maintains educational records for each student. Subject to the Family Educational Rights and Privacy Act (FERPA), the University may not release any information without the written consent of the student, subject to exceptions provided under FERPA. Accordingly, Drexel University requires authorization to discuss information from a student's education record with anyone other than the student. If you wish to provide such authorization, please include the name, address, telephone number, email address, and relationship of any person(s) who may have access to your education record. For more information about FERPA, please visit: <http://www.drexel.edu/privost/policies/ferpa.asp>. Listed below is your current FERPA authorization history." A green checkmark icon and the text "New Record added" are displayed. A table with the following data is shown:

Name	Relation	Status	Create Date
Indiana Jones	Other	Active	28-Jun-2011

Below the table is a link: "Add a new person for access authorization". At the bottom, it says "RELEASE: 000".

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.

The screenshot shows the DrexelOne web interface for the "FERPA Authorization Maintenance" screen. The top navigation bar is the same as the previous screenshot. The main heading is "FERPA Authorization Maintenance". A message states: "You can update/modify your existing contact below. This includes inactivating an existing contact by changing the Authorization Status to Revoked. Once you have made changes, please click the **Submit Changes** button to save your modified information." The form contains the following fields:

- First Name: Indiana
- Middle Name: (empty)
- Last Name: Jones
- Relationship: Other (dropdown menu)
- Address: 123 Nepal Lane, New Adventure, PA 19000
- Email: abcd@RadierstheLostark.com
- Phone Number: 2156000000
- Authorization Status: ☐ Active, ☒ Revoked
- Record Created on June 28, 2011
- Submit Changes button

At the bottom, there is a link "Return to Authorizations List" and the text "RELEASE: 000".

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.

drexelone

calendar groups email help logout Back to Students Tab

Personal Information Student Services Financial Aid Services Faculty Services Employee Services SCDC Services

HELP

FERPA Authorization List

Drexel University maintains educational records for each student. Subject to the Family Educational Rights and Privacy Act (FERPA), the University may not release any information without the written consent of the student, subject to exceptions provided under FERPA. Accordingly, Drexel University requires authorization to discuss information from a student's education record with anyone other than the student. If you wish to provide such authorization, please include the name, address, telephone number, email address, and relationship of any person(s) who may have access to your education record.

For more information about FERPA, please visit: <http://www.drexel.edu/privost/policies/ferpa.asp>

Listed below is your current FERPA authorization history.

Name	Relation	Status	Create Date
Indiana Jones	Other	Revoked	28-Jun-2011

[Add a new person for access authorization](#)

RELEASE: 000

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.