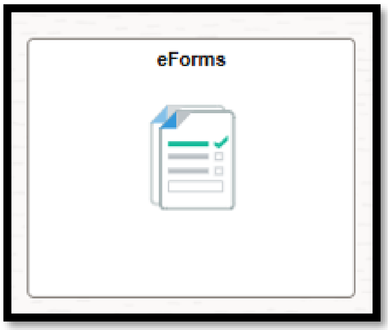
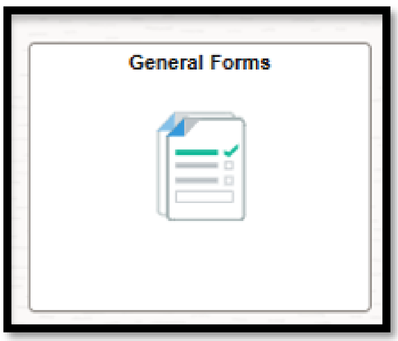
How to complete a FERPA Chapman Release Authorization eForm

1. Log into the ***Chapman University Student center*** *and complete the following steps.*

2. Select eForms from the Student Center Homepage.



3. Select General Forms from the eForm Homepage.



CHAPMAN UNIVERSITY

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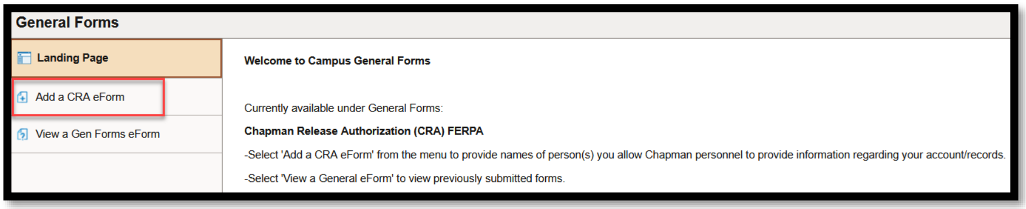
4. Select Add a CRA eForm.



General Forms

Landing Page

Add a CRA eForm

View a Gen Forms eForm

Welcome to Campus General Forms

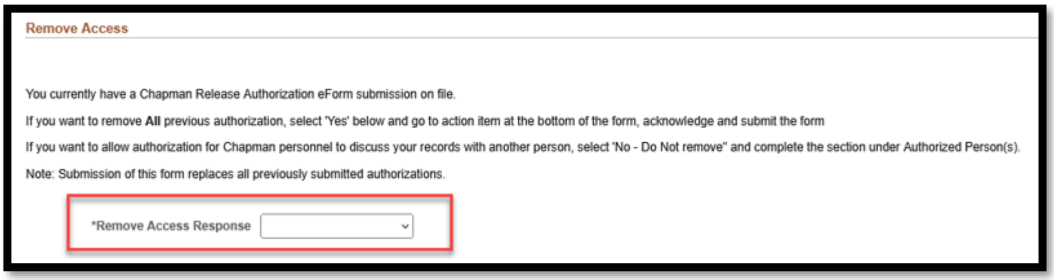
Currently available under General Forms:

Chapman Release Authorization (CRA) FERPA

-Select 'Add a CRA eForm' from the menu to provide names of person(s) you allow Chapman personnel to provide information regarding your account/records.

-Select 'View a General eForm' to view previously submitted forms.

5. If you have an authorization already on file, you will be given the opportunity to remove authorization or continue to grant authorization. Select the Remove response.
   Yes Remove Authorization
   No-Do Not remove Authorization (making changes to an authorization)



Remove Access

You currently have a Chapman Release Authorization eForm submission on file.

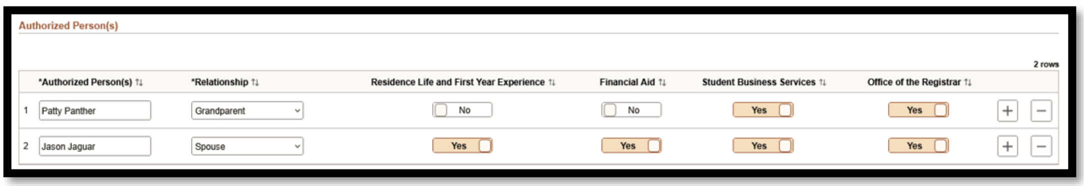
If you want to remove **All** previous authorization, select 'Yes' below and go to action item at the bottom of the form, acknowledge and submit the form

If you want to allow authorization for Chapman personnel to discuss your records with another person, select 'No - Do Not remove" and complete the section under Authorized Person(s).

Note: Submission of this form replaces all previously submitted authorizations.

*Remove Access Response

6. Complete the Authorization section.



Authorized Person(s)

2 rows

	*Authorized Person(s)	*Relationship	Residence Life and First Year Experience	Financial Aid	Student Business Services	Office of the Registrar
1	Patty Panther	Grandparent	No	No	Yes	Yes
2	Jason Jaguar	Spouse	Yes	Yes	Yes	Yes

- Enter full name of the individual you are including in the authorization.
- Selection relationship. If 'Other', enter the relationship to you.
- Select 'Yes' under each department being authorized to discuss your records with the individual indicated. At least one department must be selected per row.

7. Form Action Item – Select 'Yes' to acknowledge your response.

Form Action Items

	Acknowledgement	
1	Yes	I hereby agree to the terms of this authorization for release of my student information by the department(s) indicated.

8. Click the Submit button. Email confirmation will be sent.