Viewing FERPA Release
Last Updated: October 31, 2016

1. To begin, login to MyRed using your NUID and password.

2. Make sure you are on the Faculty tab. You can view FERPA Release information by clicking on the message in the Message Center.

3. The following message will appear:
4. A pop-up window will appear. Verify the Academic Institution and Student ID and click Search.

5. If a student has created a Parent/Guest Account the account will be visible as shown below.

6. You can view the Guest Access History by clicking the guest access id link.
7. The Guest Access History shows the Date and Time the account was created, the Full Name of the person the access was granted to, Telephone number and Email Address, the Access that have been granted (both In Person and Online), Added Accesses, Removed Accesses, and a What Changed column.

** If ‘in person’ or ‘on the phone’ or ‘email’ communications have been authorized by the student as identified in the In Person column, the parent/guest will need to prove to the satisfaction of the office representative that they are who they purport to be. This may be accomplished by any and all means available including, but not limited to, questions verifying identity, photo id, telephone, email address, and security word phrase. **
8. When a student deletes a Parent/Guest Access it will show the guest access id and say “Deleted” in red. Clicking on the link you will allow you to see the time and date the student deleted the account.