



Student Financial Center

FINANCIAL AID & LITERACY • SCHOLARSHIPS • BILLING

SDSU

The Family Education Rights & Privacy Act of 1974 (FERPA) protects the privacy of student education records, including financial records. **For a student's information to be disclosed to anyone (including parents), the student must authorize the individual.**

Release of authorization is completed on **my.SDSU**

*Continuing students must complete a **new authorization form** in my.SDSU.*

1. Log into [my.SDSU](#)



What is my.SDSU?

my.SDSU is the official online portal for student admissions, student records, financial aid, tuition and fee payment, and more. Use the navigation options below to learn more about how to best utilize and enhance your my.SDSU experience. Please check back regularly for news, training guides, and updates.

2. Select the “Profile” tile.

my.SDSU Homepage ▾



my.SDSU
Student Guides & Resources

Financial Aid

An icon depicting a person wearing a graduation cap and holding a green document with a white circle, representing financial aid.

Degree Evaluation

An icon showing a person's head and shoulders next to a computer monitor displaying a globe and a bar chart, representing degree evaluation.

SDSU Navigate

An icon of a document with three blue checkmarks and a pencil, representing navigation or document management.

Academic Records

An icon of three graduation caps, representing academic records.

Financial Account

An icon of a classical building with columns and a stack of gold coins, representing a financial account.

Manage Classes

An icon of a calendar with a graduation cap in front of it, representing class management.

Profile

An icon of a person's silhouette next to a pencil, representing a user profile. This tile is highlighted with a thick red border.

Tasks

An icon of a yellow warning triangle with a black exclamation mark inside, representing tasks or alerts.

ID Lookup

An icon of a magnifying glass, representing a search or lookup function.

1 Holds

3. Select “Authorization to Release” on the left hand side.

my.SDSU Homepage Profile

ID

Personal Details

Contact Details

Addresses

Emergency Contacts

Privacy Restrictions

Authorization to Release

Student Forms


Personal Details

Date of Birth

Gender

Names

Name	Type
	Primary >
	Diploma >



4. On the “Authorization to Release” page, add third-party designees.

my.SDSU Homepage Authorize to Release StdntInfo New Window | Personalize Page

- Personal Details
- Contact Details
- Addresses
- Emergency Contacts
- Privacy Restrictions
- Authorization to Release**
- Student Forms

Create an Authorization to Release

Your student records, which are maintained by San Diego State University, are protected under the [Family Educational Rights and Privacy Act \(FERPA\)](#). FERPA gives you the right to provide consent to disclosures of your education records to third parties, such as a parent, guardian, spouse, etc.

Upon completing the form below, you are authorizing the Office of Admissions, the Office of Housing Administration, the Office of the Registrar, and the Cal Coast Student Financial Center to share your records with your third-party designee(s). Granting access to one office does not grant access to the other offices. This release only covers documents noted in the section below.

Office of the Registrar: Students may authorize the release of academic record information, such as grades, enrollment, progress towards degree, academic standing, advising notes, etc.

Office of Admissions: Students may release application information, such as application status and documents required for admission status.

Housing: Students may authorize the release of financial and accommodation information pertaining to living on campus.

Cal Coast Student Financial Center: Students may authorize the release of student financial and financial aid information, such as billing records, account balances, fee refunds, 1098-T, data on the FAFSA as it pertains to student eligibility, status of requested and submitted documents, Satisfactory Academic Progress (SAP), awards, and California Dream Act records, where applicable.

Office of Housing Administration: Students may authorize the release of housing license agreement information.

Adding or modifying a third-party designee:

- Enter the third-party designee's first and last name
- Create a 4 digit access code for the third-party designee and share it only with that person
- You can modify a third-party designee's access by marking or unmarking the checkboxes below
- To add a third-party designee, click the '+' button
- Click the 'Save' button to save your entries and/or changes

Before your student information may be released, your third-party designee *will be required* to identify themselves, provide your student name and ID, and their access code to confirm they are your authorized designee. Do not share this information with anyone other than your authorized designee.

If you are not a currently enrolled student, access granted to your third-party designee may no longer be valid.

Authorization to Release your Record(s) to your Designee

Student	ID	
Authorized Records to be Released to Find First 1 of 1 Last		
*First Name <input type="text"/>	*Last Name <input type="text"/>	*Access Code <input type="text"/> Expiration Date <input type="text"/>
Personalize Find First 1 of 1 Last		
*Department <input type="text"/>	*Records to Release <input type="text"/>	*Purpose of Release <input type="text"/>
1 <input type="text"/>	<input type="text"/>	<input type="text"/>

5. Save all changes.

Authorization to Release your Record(s) to your Designee

Student

ID

Authorized Records to be Released to

Find

First



1 of 1



Last

*First Name

*Last Name

*Access Code

Expiration Date



Personalize | Find | |

First



1-4 of 4



Last

	*Department	*Records to Release	*Purpose of Release			
1	<input type="text" value="Cal Coast Student Fina"/>	<input type="text" value="Student Account Information"/>	<input type="text" value="Parent"/>			
2	<input type="text" value="Office of Admissions"/>	<input type="text" value="Application Status"/>	<input type="text" value="Parent"/>			
3	<input type="text" value="Office of Housing Admi"/>	<input type="text" value="Housing License Agreement"/>	<input type="text" value="Parent"/>			
4	<input type="text" value="Office of the Registrar"/>	<input type="text" value="Enrollment Information"/>	<input type="text" value="Parent"/>			

Save

Cancel