Granting a parent/guardian permission to view your student record and/or pay bill

*Please note – <u>You must have the social security number of the person you are granting access to</u>

Step 1 – Log in to Cowley Connect, click on the "Student" tab, click on "Parent/3ʳᵈ Party FERPA Permission", click on "Define New FERPA Permissions".

Step 2 – When the Introduction page comes up click on the "Next Page" link on the right side, then enter your parent/guardian information (Section 1). Make sure each field denoted as "*Required" is filled. When you've finished filling out the page, click on the "Next Page" link located at the bottom right of the page.

Step 3 – Continue filling out the "FERPA Permissions" (Section 2), then click on the "Next Page" in the lower right. When the next page comes up take a moment to review the information you're about to submit, then enter your personal email address in the box at the bottom of the page.

Step 4 - Click on the "Submit Permissions Form" button at the bottom of the page, and you'll receive a confirmation on the screen.