

HOW TO SET UP A FERPA PIN

FERPA is the Family Educational Rights and Privacy Act and is a federal law that protects the privacy of your education records. Beginning on December 9, 2022, you will need to provide your FERPA PIN when seeking service or information from your student account by a staff member. You may also still be required to present a government-issued ID for certain services.

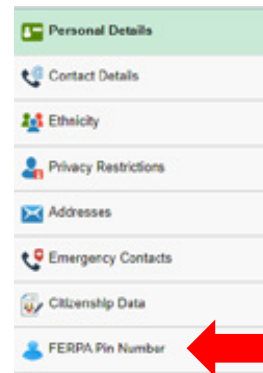
You may have created a four-digit FERPA PIN when you filled out your admissions application. **This PIN does not expire** but if you ever need to view or change your PIN, you can use the following instructions as **staff are unable to assign or change your PIN**.

1. Log in to your Student Center at <https://my.maricopa.edu> with your MEID and password.

2. Click on the “profile” tile



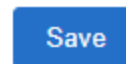
3. On the menu on the left side, click “FERPA Pin Number”



4. If you have already created a PIN, it will show on the main screen. You can change it there as many times and as often as you like.

FERPA Pin Number

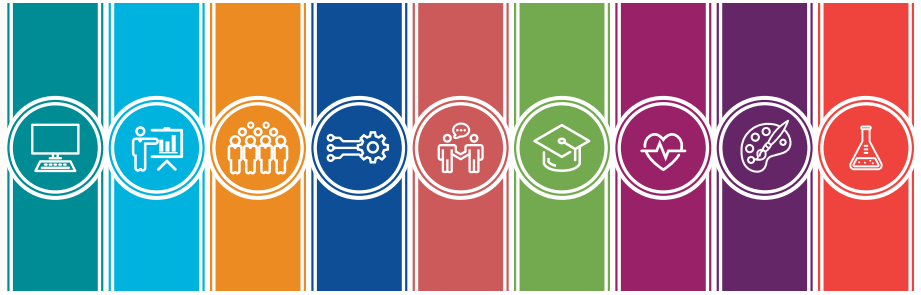
5. Click the blue “save” button at the bottom to save your PIN.



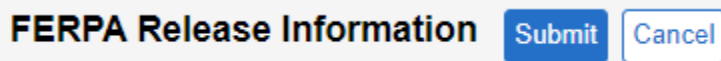
You can also view, add, and remove **authorized persons** here. These are any people (such as parents, guardians, spouses, employers, or others) who you want to have access to your educational records. Records include, but are not limited to, financial aid, scholarships, tuition, registration, and academic advising information. Without prior consent, we are not able to provide any information about your records to anyone. To add an authorized person, follow these instructions:

6. To add your first authorized person, click the “Edit/View Release Info”


First Name ◇	Last Name ◇	Relationship ◇	Email Address ◇	Edit/View Release Info ◇
				Edit/View Release Info + -



7. Fill out all of the information for the person you want to release your information to. You can also choose what specific information may be released and for which of the Maricopa colleges.
8. Check all of the boxes at the bottom of the form to agree to the terms of use.
9. Click the blue submit button at the top of the screen to save this user.



10. Repeat steps 6-9 to add additional users using the “+” sign on the right.

First Name <input type="text"/>	Last Name <input type="text"/>	Relationship <input type="text"/>	Email Address <input type="text"/>	Edit/View Release Info <input type="text"/>
				Edit/View Release Info  <input type="button" value="+"/> <input type="button" value="-"/>

If/when your authorized person wishes to speak to any staff on your behalf, they will need to provide 1) your name, 2) your FERPA PIN, and 3) their relationship to you.

The authorized person/FERPA release will expire after **one year** and you will need to make sure you add them again at that point if you'd like them to continue receiving information about your records.

southmountaincc.edu

