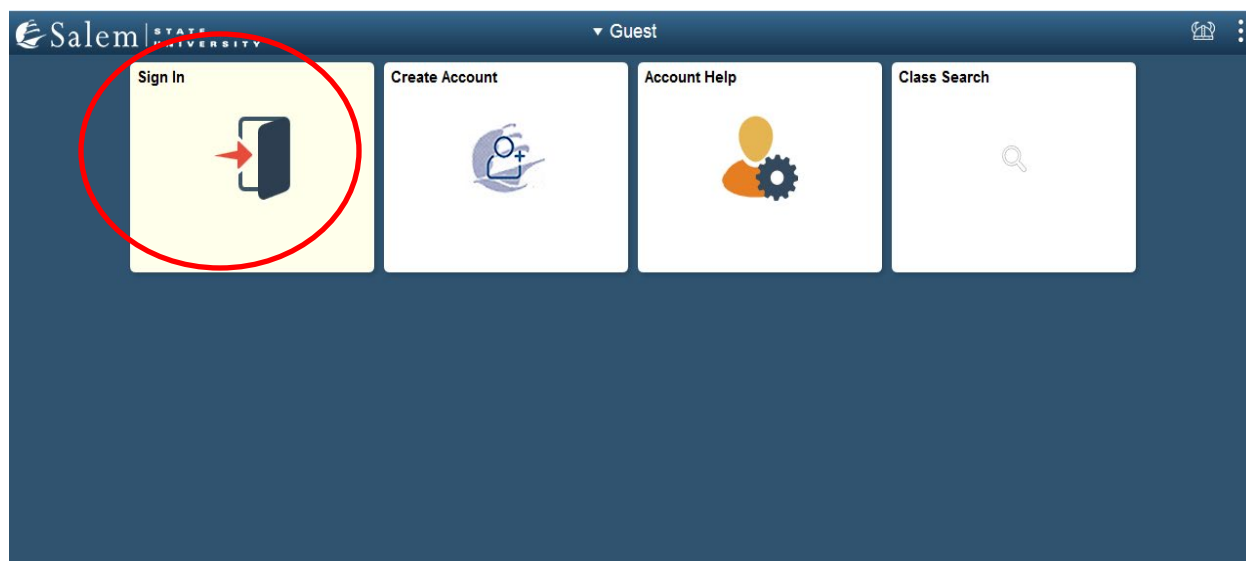


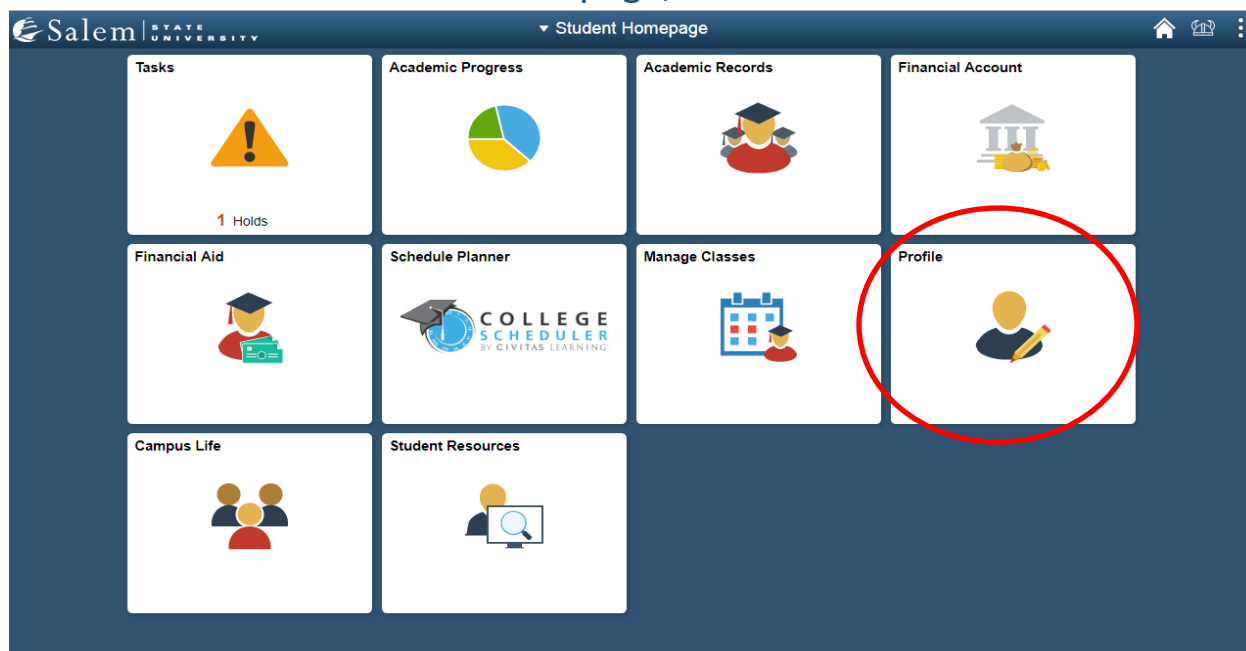
# Student Navigation Center

## How to: Complete/ update your FERPA release/ waiver

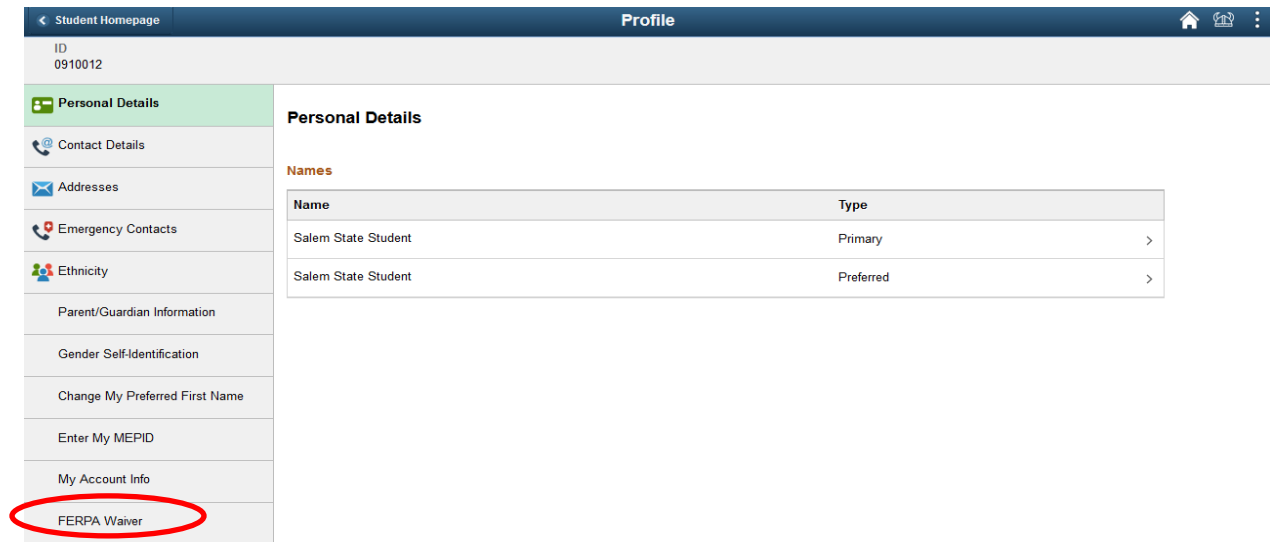
1. Log into Navigator.



2. Once at the Student Homepage, click on "Profile".



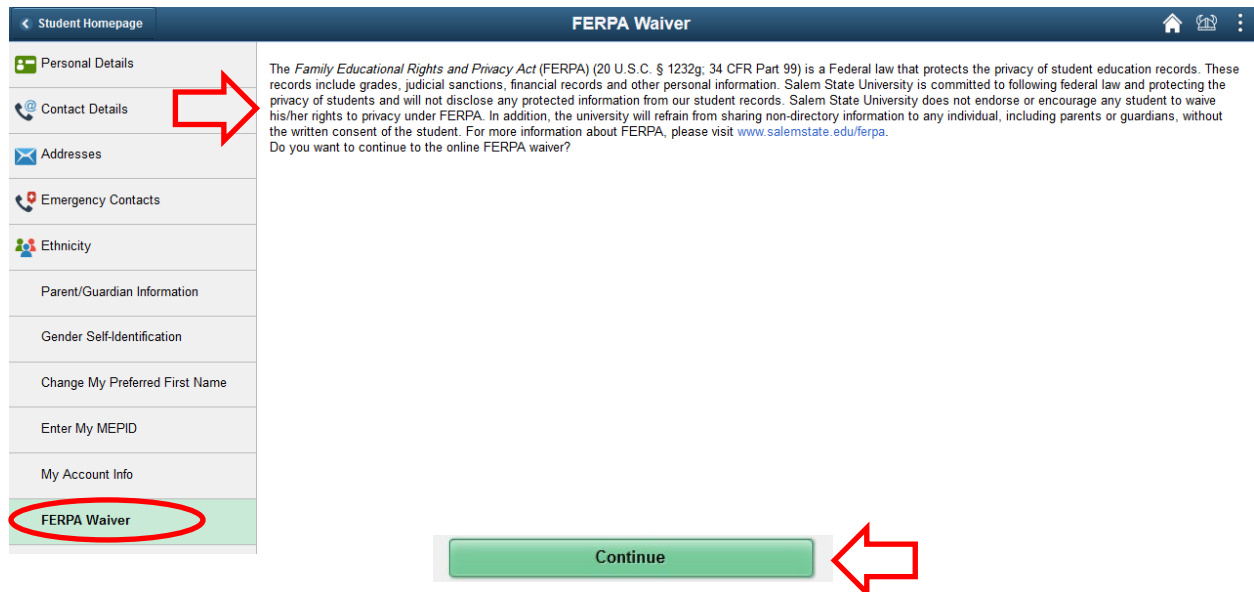
### 3. On the menu bar click on “FERPA Waiver”.



The screenshot shows the 'Student Homepage' with a 'Profile' header. The left sidebar contains a list of options: Personal Details, Contact Details, Addresses, Emergency Contacts, Ethnicity, Parent/Guardian Information, Gender Self-Identification, Change My Preferred First Name, Enter My MEPID, My Account Info, and FERPA Waiver. The 'FERPA Waiver' option is circled in red. The main content area is titled 'Personal Details' and contains a section for 'Names' with a table.

Name	Type	
Salem State Student	Primary	>
Salem State Student	Preferred	>

### 4. Read the FERPA waiver information, then click “Continue”.



The screenshot shows the 'FERPA Waiver' page. The left sidebar is the same as in the previous screenshot, but the 'FERPA Waiver' option is circled in red. A red arrow points from the 'Contact Details' option to the main content area. The main content area contains text about FERPA and a 'Continue' button. A red arrow points to the 'Continue' button.

The *Family Educational Rights and Privacy Act* (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. These records include grades, judicial sanctions, financial records and other personal information. Salem State University is committed to following federal law and protecting the privacy of students and will not disclose any protected information from our student records. Salem State University does not endorse or encourage any student to waive his/her rights to privacy under FERPA. In addition, the university will refrain from sharing non-directory information to any individual, including parents or guardians, without the written consent of the student. For more information about FERPA, please visit [www.salemstate.edu/ferpa](http://www.salemstate.edu/ferpa). Do you want to continue to the online FERPA waiver?

Continue

5. If you wish to add or remove a designee, please follow the directions for both actions listed on the FERPA Waiver page.

**Note:** Click save after adding or removing a designee.

The screenshot shows the 'FERPA Waiver' page. On the left is a sidebar with navigation links: Personal Details, Contact Details, Addresses, Emergency Contacts, Ethnicity, Parent/Guardian Information, Gender Self-Identification, Change My Preferred First Name, Enter My MEPID, My Account Info, and FERPA Waiver (highlighted in green). The main content area contains instructions for adding and removing designees, followed by a table titled 'FERPA Privacy Waiver Designees'. The table has columns for 'Remove', 'Name', 'Security Word', 'Residence Life', 'Student Life / Conduct', 'Academic Records', 'Financial Aid', 'Student Accounts', 'All Student Records', 'Other', and 'Other Desc'. Each row represents a designee with radio buttons for each category. At the bottom of the form is a large green 'Save' button. Red arrows point to the 'Personal Details' and 'Addresses' links in the sidebar, and the 'Save' button.

Remove	Name	Security Word	Residence Life	Student Life / Conduct	Academic Records	Financial Aid	Student Accounts	All Student Records	Other	Other Desc
<input type="radio"/> No			<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	
<input type="radio"/> No			<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	
<input type="radio"/> No			<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	
<input type="radio"/> No			<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	

Save

**Note:** When you add or remove a designee, it is updated instantly in the system.