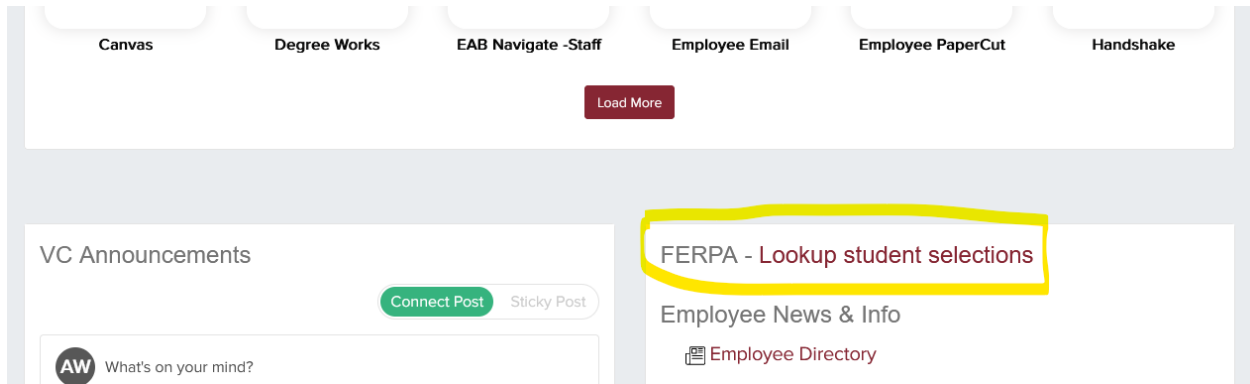# Viewing FERPA Authorizations

Pirate Portal – Employee Home Page

- Employees will log into their Pirate Portal.

- The Lookup Student Selections is under the on the Employee Home Page above the section Employee News & Info section.

- Enter the student V number. If there are authorizations on file, the information will automatically pop up.

- If access has been removed, you will see a date in the date removed column.