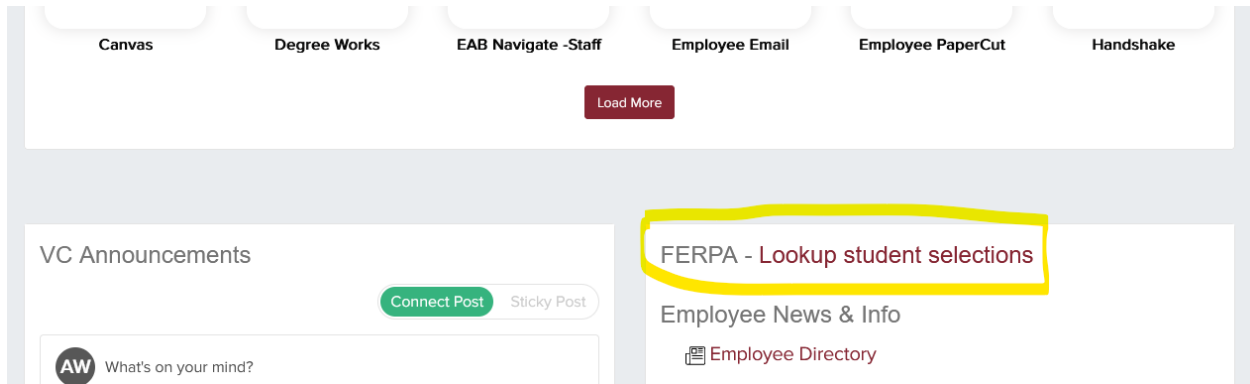


# Viewing FERPA Authorizations

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.

Lookup Student FERPA authorizations

Enter V# v00112410 Madelyne Tolliver

Include Inactive Records

Name	Relationship	Phone	Access PIN	All Records	Payment	Admission	Registration	Academic	Advising	FinAid	Entered on	Date Removed
Madelyne Tolliver	Registrar	3615726400	2114	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/01/2023	

Page 1 of 1 Per Page 15 Records Found 1

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