UNIVERSITY of HOUSTON

MYUH

Your access to admissions status, academic records, financial aid and financial services online.

**Announcing
A New Feature to Upload
Documents to Your To Do
List**

Uploading General To Do List Items

➢ Applicants and students can now take advantage of a convenient new process to upload certain To Do List item documents via their *myUH* self-service account.

➢ This new process eliminates the need for applicants/students to wait in lines to submit paper documents to resolve items on their To Do List.

➢ Applicants and students can upload documents from the comfort of their home or any other place that is convenient for them.

This presentation outlines the process for uploading the FERPA form

Uploading a FERPA To Do List Item

A few notes to remember:

- ➢ **FERPA (Federal Educational Rights Privacy Act).**

- ➢ **This federal law protects the privacy of student's educational records. This law applies to all schools that receive funds from the U.S. Department of Education.**

- ➢ **Students must complete the [FERPA form](#), indicating the person(s) who can access their educational records.**

- ➢ **Students must also provide a password that can be used to authenticate person(s) who have been authorized to receive educational information regarding the student.**

Uploading a FERPA To Do List Item

Figure 1

Uploading a FERPA To Do List Item

- Notice in the To Do List the "Records Release Authorization" item. (See Figure 2).

Uploading a FERPA To Do List Item

Figure 3

Uploading a FERPA To Do List Item

To Do List

Item List

To Do Item	Due Date	Status	Institution	Administrative Function	Details/Upload Document
Record Release Authorization	01/01/9999	Received	University of Houston	Student Term	Upload/View Document

Figure 4

Cancel

Uploading A FERPA To Do List Item

Figure 5

Uploading a FERPA To Do List Item

Step 6:

➢ **Read the "Authorization to Release Educational Records" information.**

➢ **You will see a link to download the FERPA form; Click on the "Authorization to Release Educational Records " link to download the FERPA Form (See Figure 6)**

Authorization to Release Educational Records

The Family Educational Rights and Privacy Act (a.k.a. FERPA or the Buckley Amendment) protects a student's right to privacy concerning their academic records and information. The University of Houston will not disclose any information without the written consent from the student, with some exceptions as stated by FERPA. Further information regarding FERPA for parents and family members can be found on our Cougar Parents web page.

Beginning November 2013, students who wish to grant a third party access to their educational records, may complete the following steps:

1. Download and complete the Authorization to Release Educational Records (i.e.: Info Release/FERPA Form)

2. Scan the completed document and save in PDF format

3. Upload/Attach scanned PDF document into myUH account. To complete this action, students should navigate to the Optional-Info Release Form To-Do List item in their myUH Student Center and click on the "details" link.   Instructions for uploading/attaching the FERPA form can be found here. Students may contact the Registrar's Office at (713) 743-1010, option 7, for further assistance.
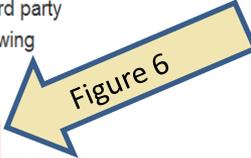
Figure 6

Uploading a FERPA To Do List Item

Step 7:

➢ **Complete the form (with signature) and save it to your computer or other storage device.**

Note: See Step 9, Figure 8, for information about the the PDF file naming rules which must be followed for a successful upload.

Uploading a FERPA To Do List Item

Figure 7

Uploading a FERPA To Do List Item

Step 9:

➢ **View instructions for file type format and then click "OK" (See Figure 8).**

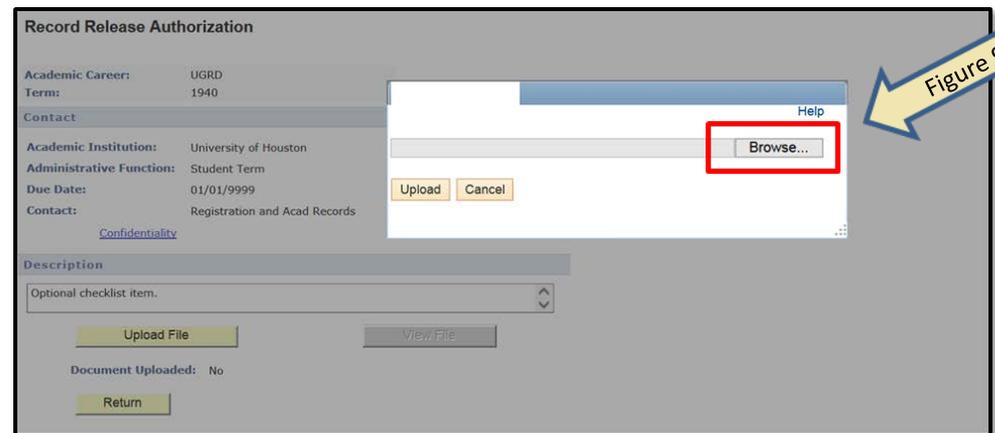➢ **Click "Browse" to locate the FERPA form that was just completed and saved. (See Figure 9).**
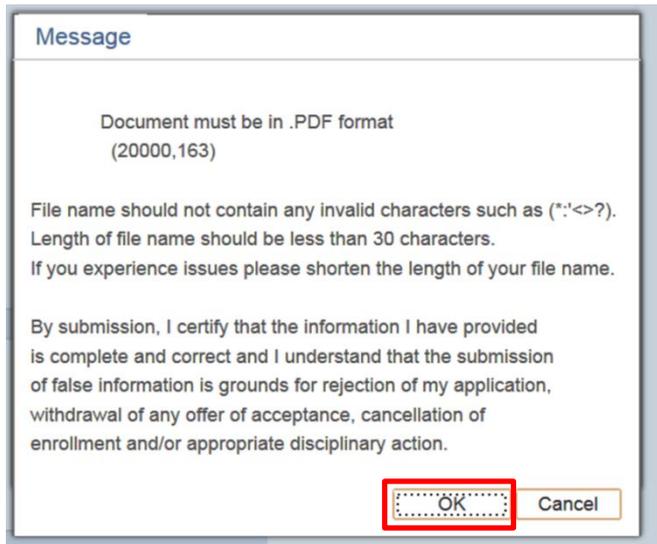
Figure 8

Figure 9

Uploading a FERPA To Do List Item

Step 10:

➢ **When the upload is complete, a message indicating that the document upload was successful will appear.**

➢ **Click "View File" to confirm that the correct FERPA form was uploaded.**

➢ **Click "Return" to go back to your To Do List.**

To Do List

To Do Item Detail

Optional-Info Release Form 2

| **Academic Career:** | UGRD |
| **Term:** | 1910 |

Contact

Academic Institution:	University of Houston
Administrative Function:	Student Term
Due Date:	01/01/9999
Contact:	Registration and Academic Rcds

Confidentiality

Description

Optional checklist item.

Upload File

Successful upload!

View File

View file

Document Uploaded: Yes

Return

Uploading a FERPA To Do List Item

Uploading Other To Do List Items
Don't Forget!!

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