



**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

## Step 1:

- Navigate to the Student Center (See Figure 1).

The screenshot shows the University of Houston Self-Service portal. The top navigation bar includes the University of Houston logo, the date 'Fri, Nov 8, 13', and links for 'Get Help | Feedback | Home | Sign Out'. Below the navigation bar, there are several sections:

- Top Menu Features Description:** A message stating 'Our menu has changed!' and providing instructions on how to find the 'Main Menu' and 'Favorites' menus.
- Highlights:** A section titled 'Recently Used pages now appear under the Favorites menu, located at the top left.' and another titled 'Breadcrumbs visually display your navigation path and give you access to the contents of subfolders.'
- Student Announcements:** A section with the heading 'The following links open in a new window.' and two bullet points: 'Important Fall Semester Enrollment Services Dates and Deadlines. Click Here.' and 'Looking for information about your Fall 2013 online or off-campus classes?'
- Welcome to UH Self-Service!** A section with a welcome message and instructions for students and faculty regarding email communication and P.A.S.S. updates.
- Learner Services:** A grid of service tiles, each with an icon and a description. The 'Student Center' tile is highlighted with a red box and a yellow arrow labeled 'Figure 1'. Other tiles include 'Academic Records', 'Campus Personal Information', 'Apply for Graduation', 'Enrollment', 'Financial Aid', 'Student Admission', 'Student Financials', and 'Transfer Credit'.

# Uploading a FERPA To Do List Item

## Step 2:

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

The screenshot displays the 'Student Center' interface. At the top, there is a 'SEARCH FOR CLASSES' button. Below this, a message states 'You are not enrolled in classes.' with an information icon. To the right, there is a 'Holds' section showing 'No Holds.' and a 'To Do List' section. The 'To Do List' contains one item, 'Record Release Authorization', which is highlighted with a red rectangular box. A yellow arrow labeled 'Figure 2' points to this box. Below the 'Record Release Authorization' item is a link for 'Details/Upload Documentation'. On the left side of the interface, there are sections for 'Academics' and 'Finances'. The 'Academics' section includes links for 'Search', 'Plan', 'Enroll', and 'My Academics', along with an 'enrollment shopping cart' link and a dropdown menu for 'other academic...'. The 'Finances' section includes a 'Student Financials' table with links for 'Account Balance', 'Account Summary', 'Charges Due', 'Pending Financial Aid', 'Payment Plans', and 'Refund Request', and a 'Financial Aid' section with links for 'View Financial Aid' and 'Accept/Decline Awards'. The 'Account Balance' table shows the following data:

Account Balance	
<b>Summer 2014</b>	
Term Balance	\$0.00
Pending Aid	\$0.00
Term Total	\$0.00
<b>Prior Balance</b>	
Total Amount Due	\$0.00

# Uploading a FERPA To Do List Item

## Step 3:

- To start the document upload process, click on the “[Details/Upload Documentation](#)” link (See Figure 3).

The screenshot displays the Student Center interface. The 'Academics' section shows a message: "You are not enrolled in classes." Below this is an "enrollment shopping cart" link. The 'Finances' section includes a table for "Account Balance" and a "To Do List" section. The "To Do List" section contains the item "Record Release Authorization" and a link "Details/Upload Documentation" which is highlighted with a red box. A yellow arrow labeled "Figure 3" points to this link.

Account Balance	
<b>Summer 2014</b>	
Term Balance	\$0.00
Pending Aid	\$0.00
Term Total	\$0.00
Prior Balance	\$0.00
Total Amount Due	\$0.00

**To Do List**

- Record Release Authorization
- [Details/Upload Documentation](#)

# Uploading a FERPA To Do List Item

## Step 4:

- Click the ["Upload/View Document"](#) link (See Figures 4).

**To Do List**

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**Item List**

To Do Item	Due Date	Status	Institution	Administrative Function	Details/Upload Document
<a href="#">Record Release Authorization</a>	01/01/9999	Received	University of Houston	Student Term	<a href="#">Upload/View Document</a>

**Cancel**

# Uploading A FERPA To Do List Item

## Step 5:

- Click the "[Confidentiality](#)" link (See Figure 5).
- You will be directed to the Authorization to Release Educational Records page where you will find information about FERPA regulations, your responsibilities for permitting release of your educational records information, and the FERPA form for you to complete.

**To Do List**

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**To Do Item Detail**

[Redacted]

**Optional-Info Release Form 3**

<b>Academic Career:</b>	UGRD
<b>Term:</b>	1910

**Contact**

<b>Academic Institution:</b>	University of Houston
<b>Administrative Function:</b>	Student Term
<b>Due Date:</b>	01/01/9
<b>Contact:</b>	R and Academic Rcds

[Confidentiality](#)

**Description**

Optional checklist item.

**Upload File** **View File**

**Document Uploaded:** No

**Return**

# 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.

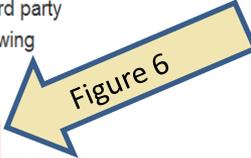


Figure 6

# 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.*

Form No. OGC-SF-2006-02

**AUTHORIZATION TO RELEASE EDUCATIONAL RECORDS**  
**Family Educational Rights and Privacy Act of 1974 as Amended (FERPA)**

I \_\_\_\_\_ hereby voluntarily authorizes officials in the \_\_\_\_\_  
[Print Name of Student]  
University of Houston department(s) identified below to disclose personally identifiable information from my educational records. (Please check the box or boxes that apply):

- Registration and Academic Records
- Scholarships and Financial Aid
- Student Financial Services
- Undergraduate Scholars @ UH (formally USD)
- University Advancement
- Dean of Students Office
- Other (Please Specify) \_\_\_\_\_

Specifically, I authorize disclosure of the following information or category of information. (Please check the box or boxes that apply):

- Grades/Transcripts
- Financial Aid
- Disciplinary
- Housing
- Scholarship and/or Honors
- Photos
- Academic Records
- All University Records
- Billing
- Other (Please Specify) \_\_\_\_\_

This information may be released to: \_\_\_\_\_  
[Print Name(s) of Individual(s) To Whom University May Disclose Information]  
\_\_\_\_\_ for the purpose of informing:  
[List Additional Individuals if Necessary]

- Family
- Educational Institution
- Honor or Award
- Employer/Prospective Employer
- Public or Media of Scholarship
- Other (Please Specify) \_\_\_\_\_

Please provide a password to obtain information via the phone: \_\_\_\_\_. The password should not contain more than ten (10) letters. You must provide the password to the individuals or agencies listed above. The University will not release information to the caller if the caller does not have the password. A new form must be completed to change your password.

This is to attest that I am the student signing this form. I understand the information may be released orally or in the form of copies of written records, as preferred by the requester. This authorization will remain in effect from the date it is executed until revoked by me, in writing, and delivered to Department(s) identified above.

\_\_\_\_\_  
Student Name [please print] PeopleSoft I.D. Number \_\_\_\_\_

\_\_\_\_\_  
Student Signature Date \_\_\_\_\_

Office of the General Counsel  
FERPA Authorization Form  
OGC-SF-2006-02 Revised 03.10.08  
Page 1 of 1

*Note: Modification of this Form requires approval of OGC*

# Uploading a FERPA To Do List Item

## Step 8:

- After saving the Authorization to Release Educational Records form, close the form and you will be returned to the “To Do List Item Detail” page.
- Click “Upload File” when you are ready to upload your document and follow the instructions (see Figure7).

The screenshot displays the 'To Do List Item Detail' page. The main heading is 'To Do List' followed by 'To Do Item Detail'. Below this is the 'Optional-Info Release Form 3' section. It contains the following information:

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** (highlighted with a red box and labeled 'Figure 7')

**View File**

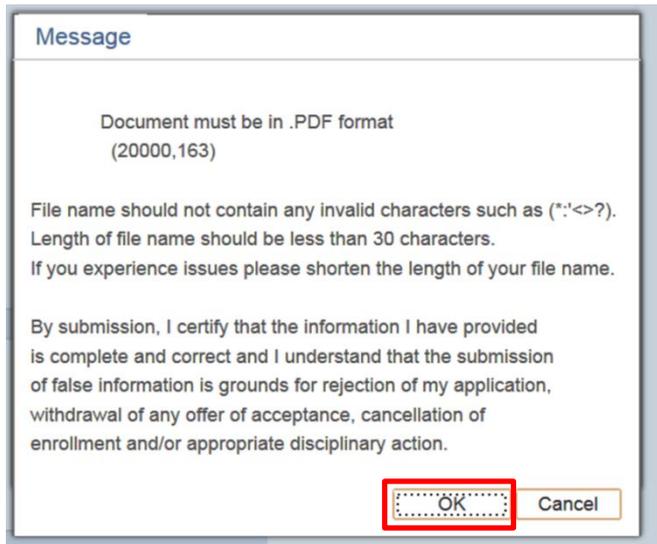
Document Uploaded: No

**Return**

# 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).



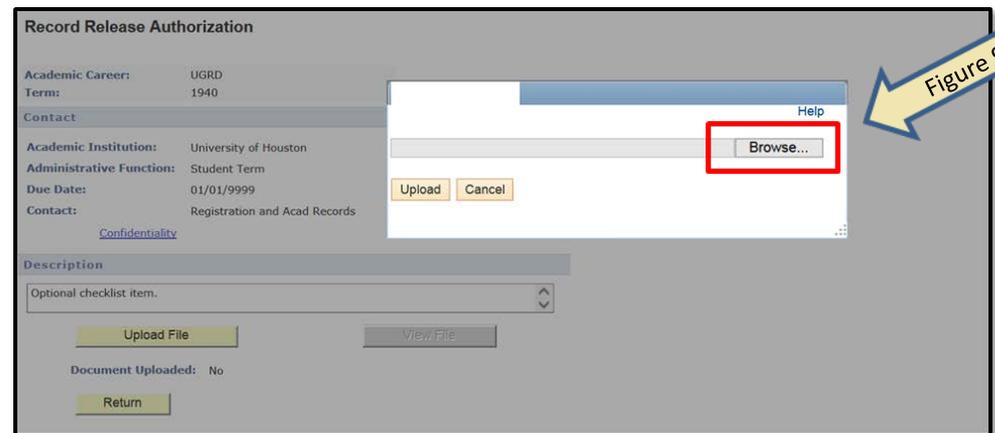
**Message**

Document must be in .PDF format  
(20000,163)

File name should not contain any invalid characters such as (\*:'<>?).  
Length of file name should be less than 30 characters.  
If you experience issues please shorten the length of your file name.

By submission, I certify that the information I have provided is complete and correct and I understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment and/or appropriate disciplinary action.

*Figure 8*



**Record Release Authorization**

Academic Career: UGRD  
Term: 1940

Contact

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

[Confidentiality](#)

Description

Optional checklist item.

Document Uploaded: No

*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**

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**To Do Item Detail**

**Optional-Info Release Form 2**

<b>Academic Career:</b>	UGRD
<b>Term:</b>	1910

**Contact**

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

[Confidentiality](#)

**Description**

Optional checklist item.

**Document Uploaded: Yes**

*Successful upload!*

*View file*

# Uploading a FERPA To Do List Item

## Step 11:

- When you return to the To Do List you will notice that the “Holds” item displays a notification “FERPA Release on File” indicating a successful upload (See Figure 10).
- Also notice in the “To Do List” that the “Records Release Authorization” item remains on the page (See Figure 10).
- As a convenience to students, uploaded FERPA documents are always viewable by the student and an additional Record Release Authorization item will appear in the student’s To Do List within 24 hours. This will permit the student to submit an updated FERPA form.

The screenshot shows the University of Houston Student Center interface for Sheila. The navigation bar includes 'Favorites', 'Main Menu', and 'Student Center'. The header displays 'UNIVERSITY of HOUSTON' and the date 'Wed, Jul 2, 14'. The main content area is titled 'Sheila's Student Center' and is divided into several sections:

- Academics:** Includes links for Search, Plan, Enroll, and My Academics. A message states 'You are not enrolled in classes.' There is also an 'enrollment shopping cart' link and a search box for classes.
- Finances:** Contains 'Student Financials' with links for Account Balance, Account Summary, Charges Due, Pending Financial Aid, Payment Plans, and Refund Request. A table shows the 'Account Balance' for Summer 2014: Term Balance (\$0.00), Pending Aid (\$0.00), Term Total (\$0.00), Prior Balance (\$97.60), and Total Amount Due (\$97.60). There are also links for Financial Aid and Awards.
- Holds:** Lists 'FERPA Release on File' (highlighted with a red box), Financial Delinquency, and Return Check Hold. A 'details' link is present.
- To Do List:** Lists 'Record Release Authorization' (highlighted with a red box) and a link for 'Details/Upload Documentation'.
- Enrollment Dates:** Includes a link for 'Open Enrollment Dates'.
- Personal Information:** A partially visible section at the bottom.

Two yellow arrows point to the 'FERPA Release on File' item in the Holds section (labeled 'Figure 10') and the 'Record Release Authorization' item in the To Do List section (labeled 'Figure 11').

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

- 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 and Students to wait in lines to submit certain 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.