

Consent to Release Student Information - Student Guide

Murray State University maintains full compliance with the [Family Educational Rights and Privacy Act \(FERPA\)](#).

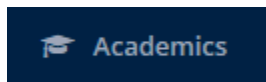
Therefore, we are unable to provide student information to anyone other than the student unless they have given us express permission to do so.

If a student wishes to grant a parent, spouse, or other third party permanent permission to discuss detailed information with MSU offices (including Financial Aid, Registrar, Bursar, or any other department) the student must first complete and submit a Consent to Release Student Information form.

Consent Forms must be accessed via the student's myGate account under either the Financial Aid tab or Academics tab.

Filling Out the Consent to Release

1. Login to [myGate](#)
2. Go to the Academics Tab



3. In the Student Links channel click "Consent to Release Student Information" (under the Personal Information sub-header)

Personal Information

[Consent to Release Student Information](#)

[Name Change Request Form](#)

[Preferred First Name Change Request Form](#)

[Update your Personal Information \(SSB\)](#)

4. Complete the online form, add a security question (if you desire), and click 'Add Consent.' The student must also enter their initials in the box where it is requested

Person	Relation	myGate Password*	Billing	Financial Aid	Academic	Disciplinary
Self		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide a security question to which only you and the individual(s) listed above would know the answer:

Security Question:

Security Answer:

Students can add up to 6 individuals and the student should list the relation of each person (father, mother, etc). In addition, the student can access what kind of content the consent covers. For example, a student may choose to allow their parents access but only to the myGate password. Or, perhaps they have given their parents access to Billing and Financial Aid but nothing else. This is controlled by the check boxes next to each name. Consent details can be viewed or revoked at any time from the "Consent to release student information" link.

Setting a Security Question

Adding a security question provides another layer of security for the educational records of our students. Students may choose any question of their choice and put it, along with the corresponding answer, in the boxes provided.

When doing certain things, such as calling the Service Desk to reset a password, the student will need to answer the security question to verify their identity. Please note: A security question, if set, will also apply to any users covered in the Consent to Release. This means that if a student lists someone on their Consent to Release then when that person performs those certain functions, they too will be asked the security question.

NOTE: If you need further assistance, please contact the Office of the Registrar at 270-809-5630 or the Service Desk at 270-809-2346