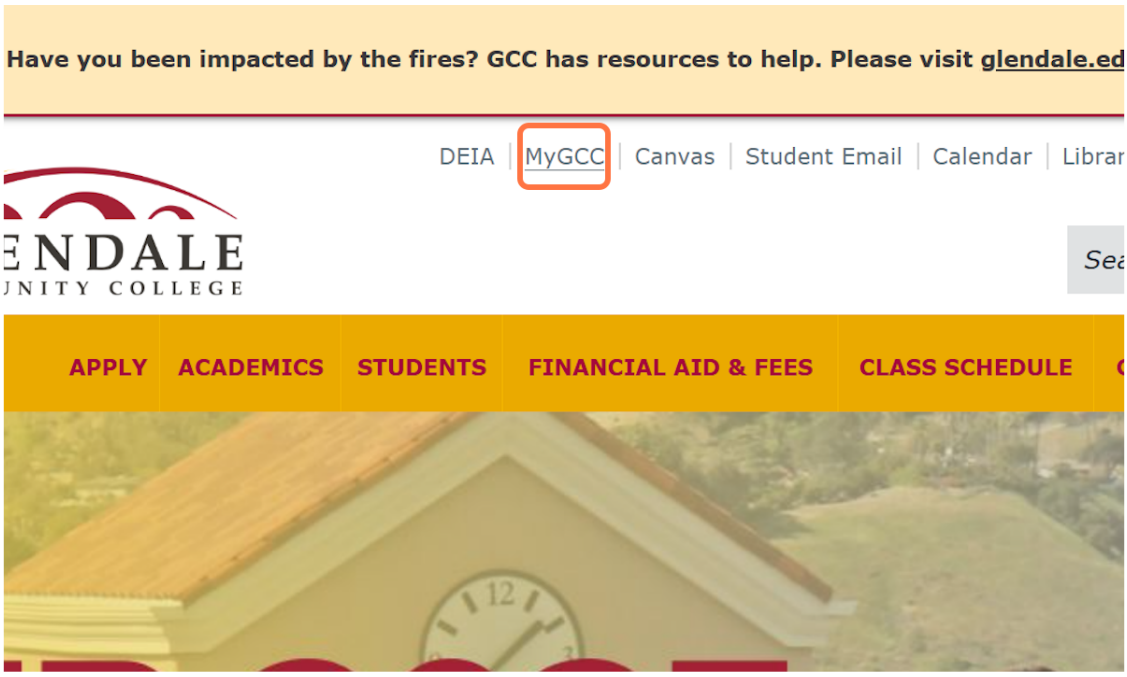
How to Authorize Release of Information at Glendale Community College

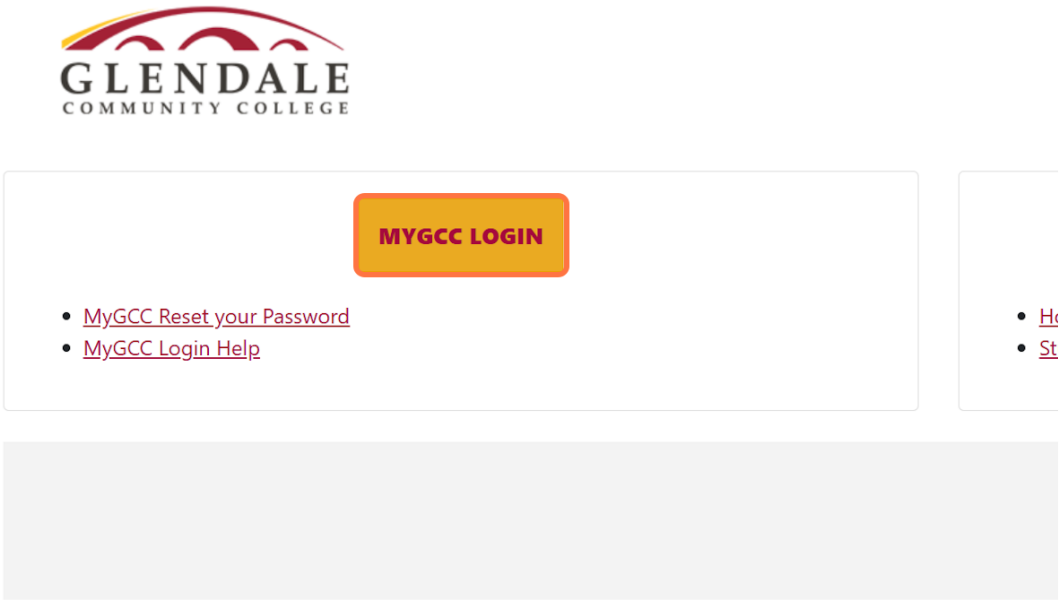
STEP 1

Click on MyGCC



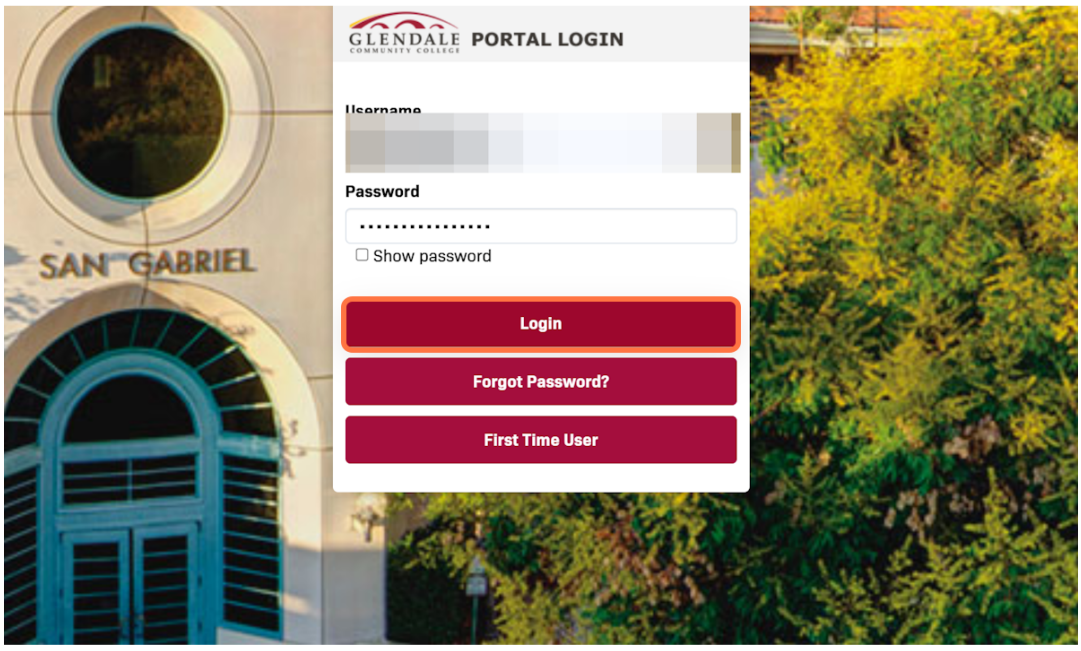
STEP 2

Click on MYGCC LOGIN



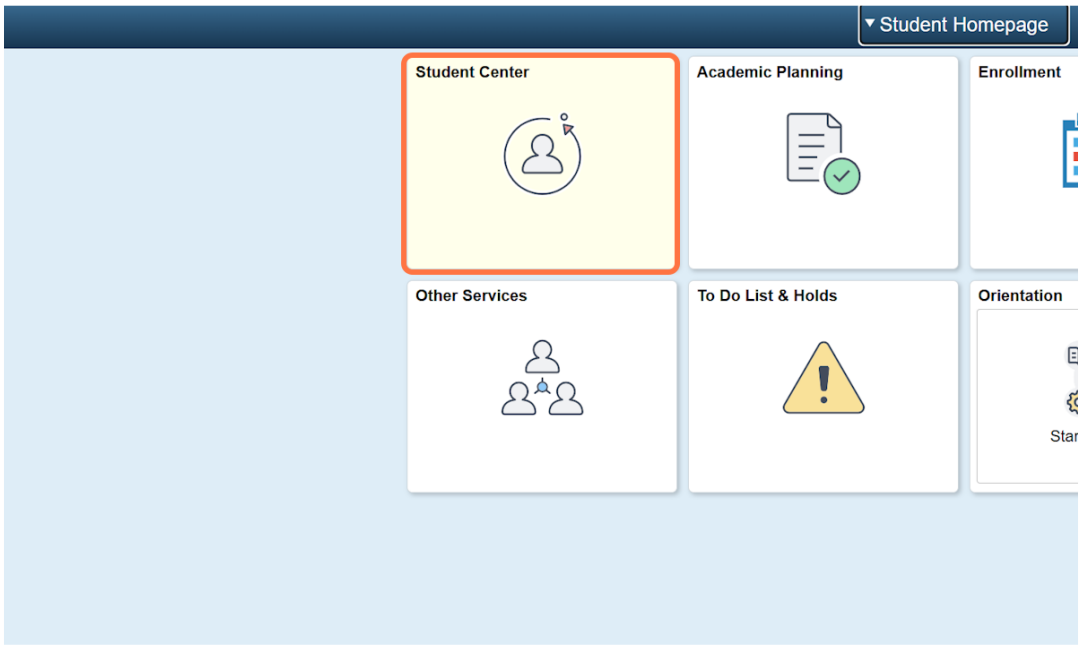
STEP 3

Log in with your student's information



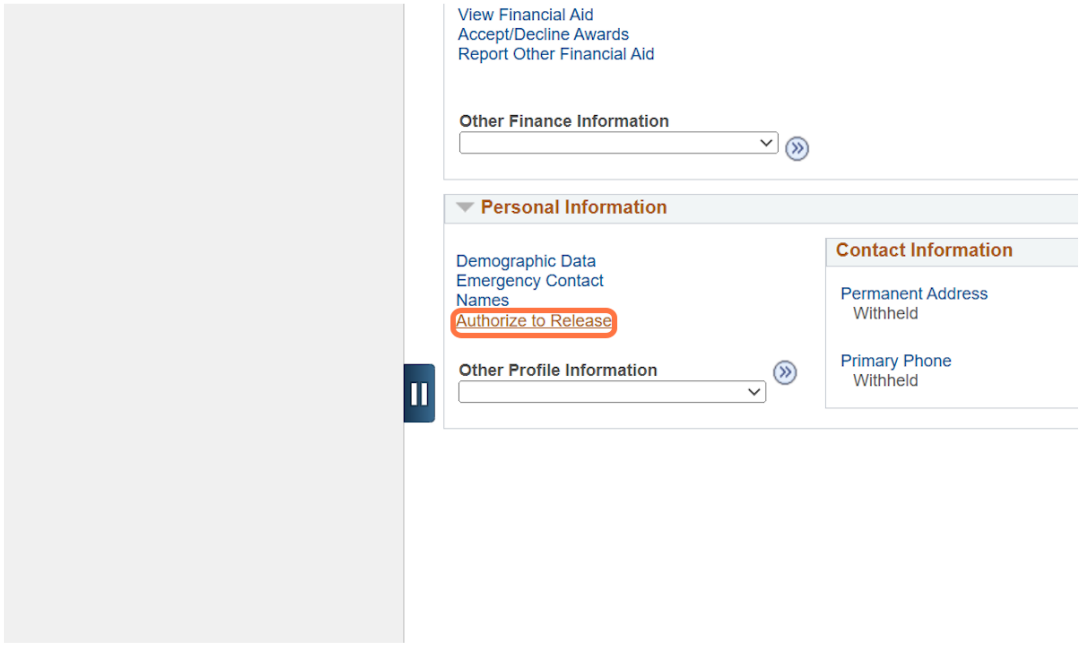
STEP 4

Click on Student Center



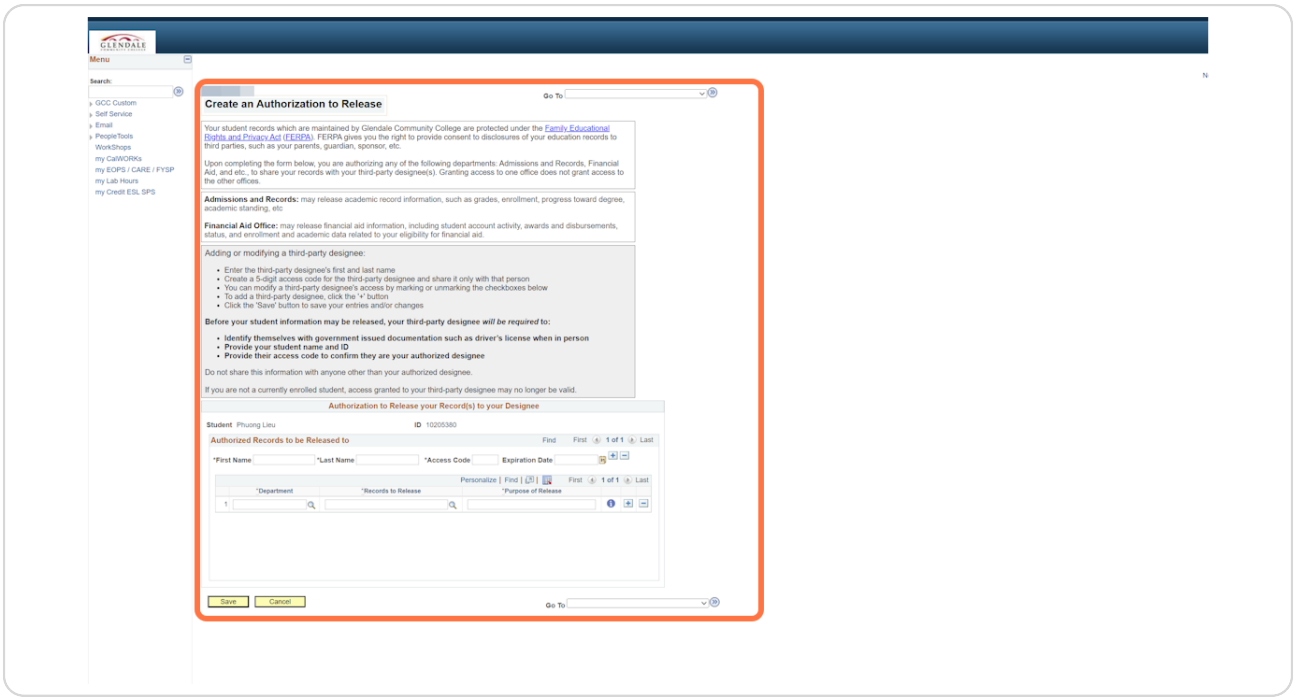
STEP 5

Click on Authorize to Release



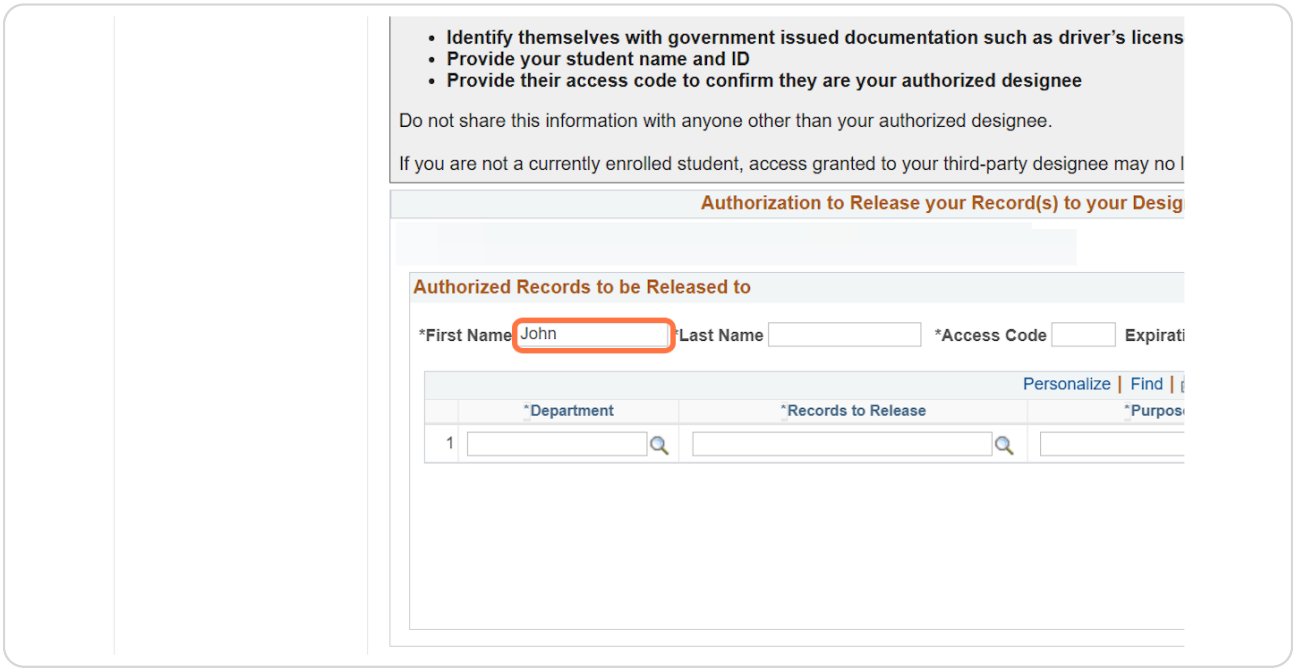
STEP 6

This is the FERPA Form - the student will use to grant third-party members' access.



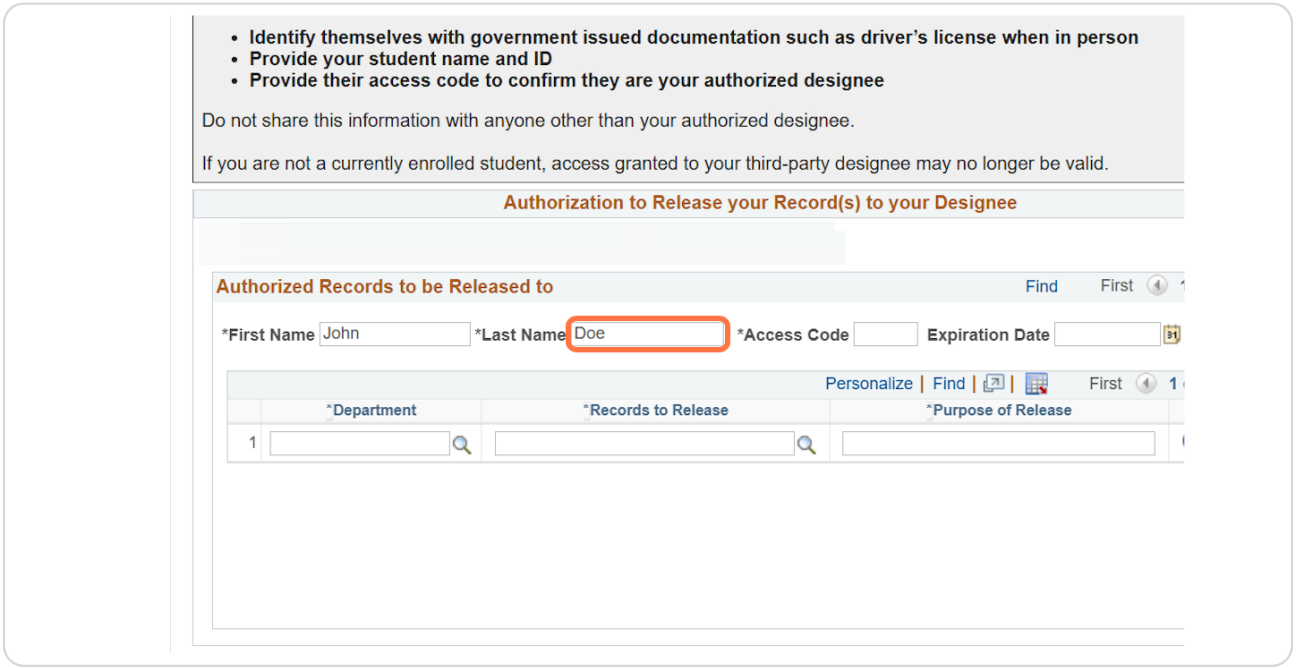
STEP 7

Type the First Name of your Designee in this area



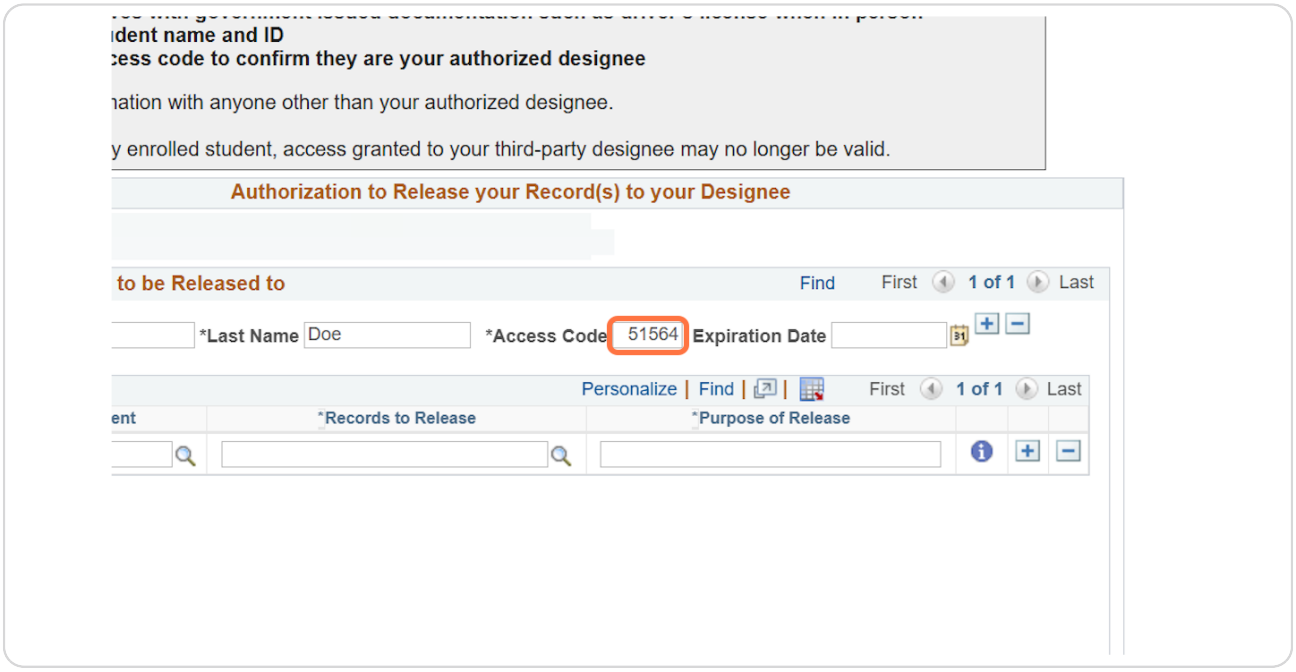
STEP 8

Type the Last Name of your Designee in this area



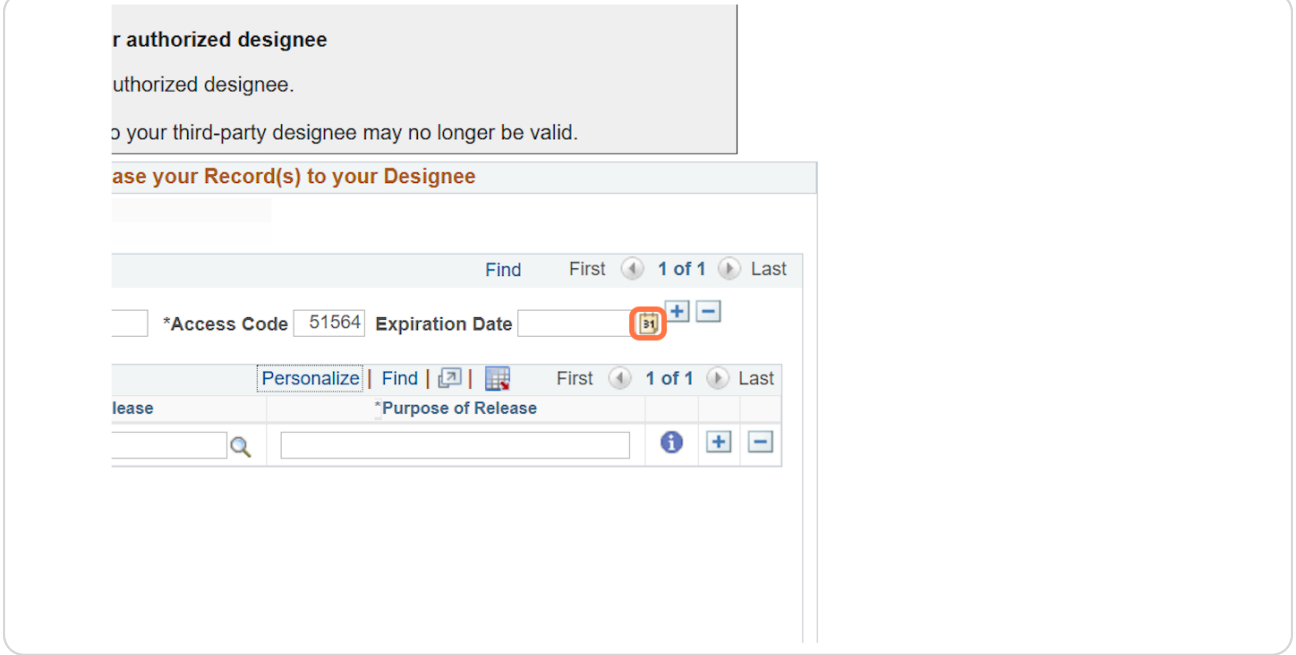
STEP 9

Enter a 5-digit number in this area



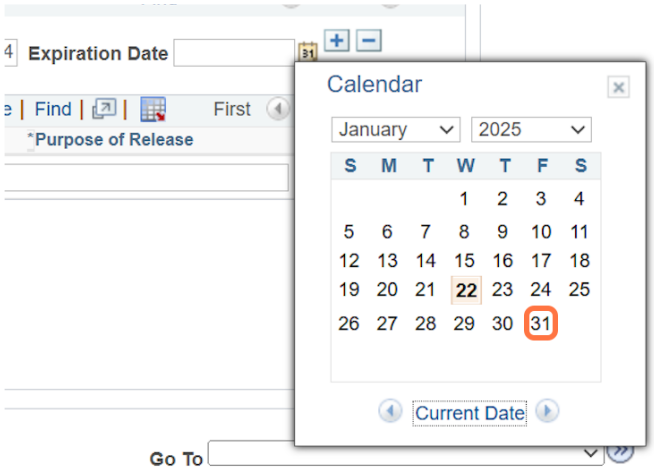
STEP 10

Click on that button, a calendar will appear



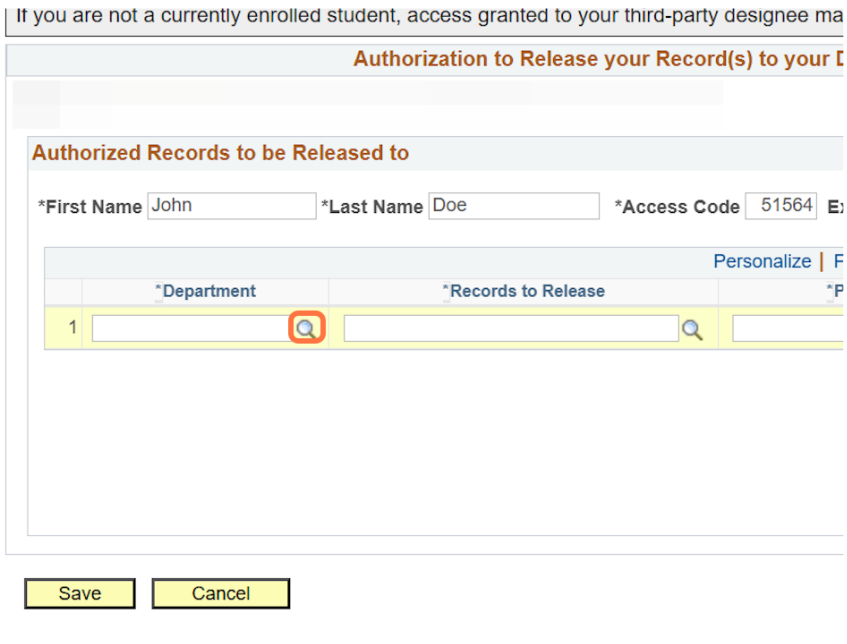
STEP 11

Select the expiration date



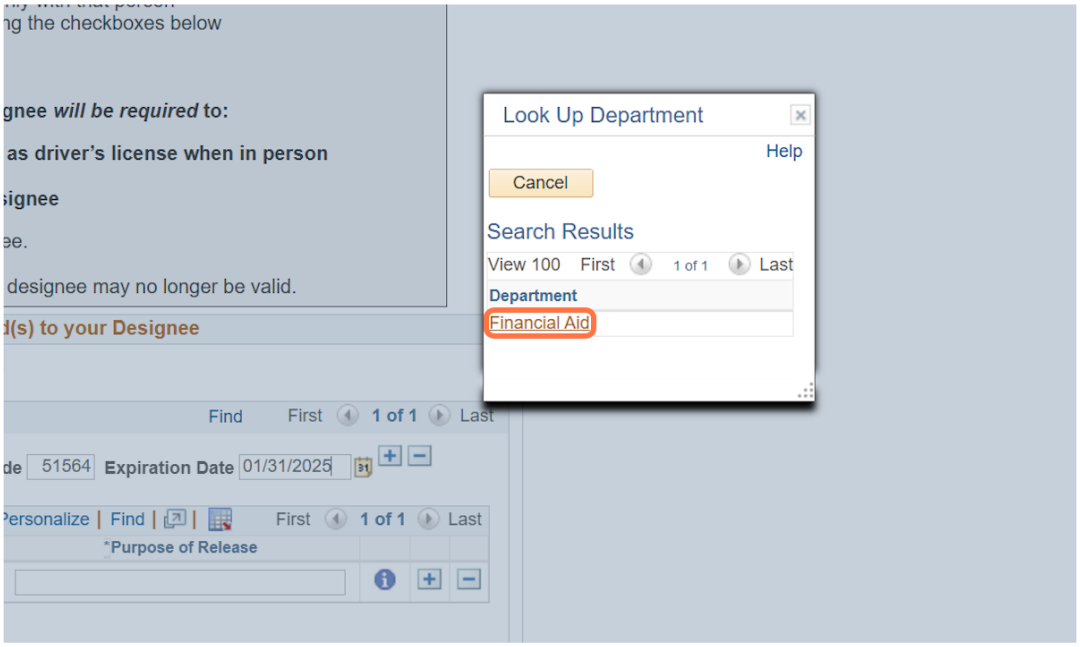
STEP 12

Click on the magnifying glass for 'Department'



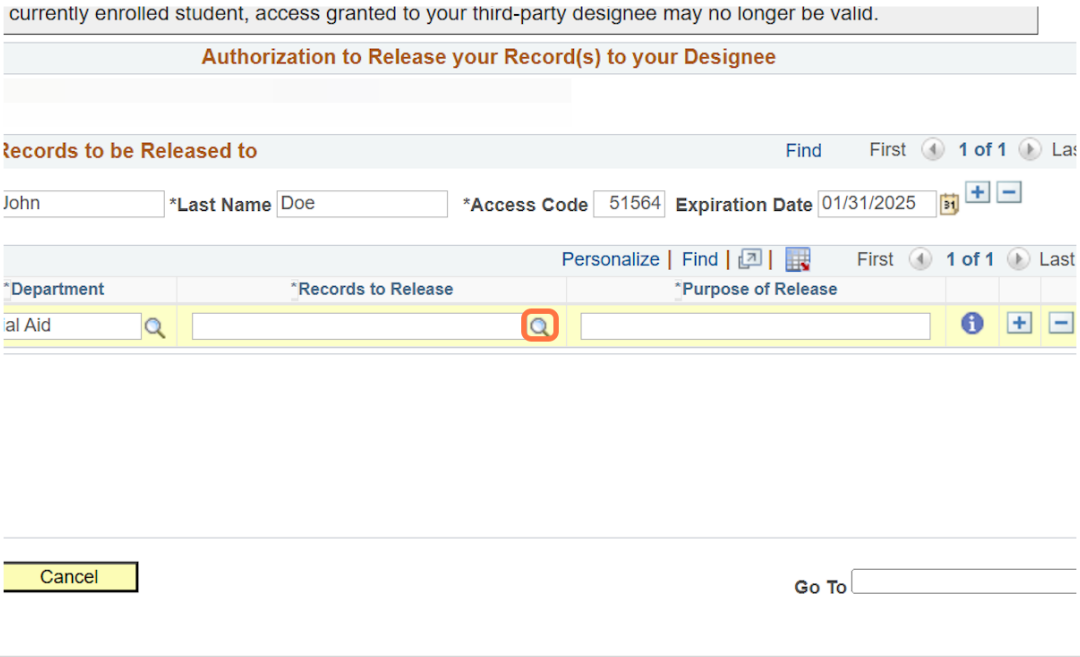
STEP 13

Click on the department you want to grant access to



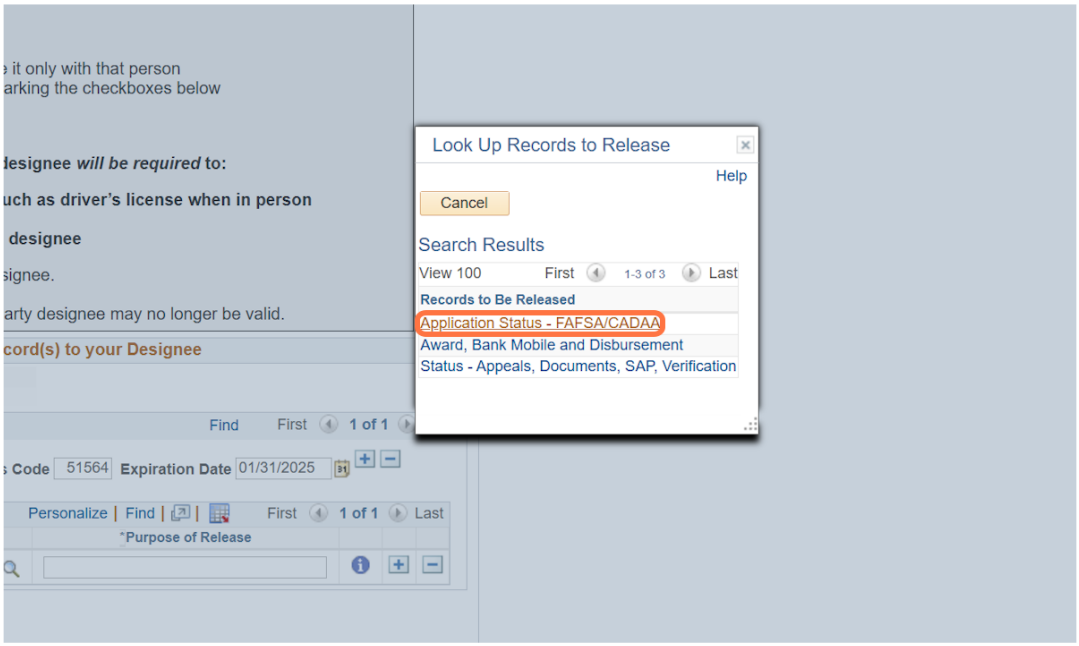
STEP 14

Click on the magnifying glass for 'Records to Release'



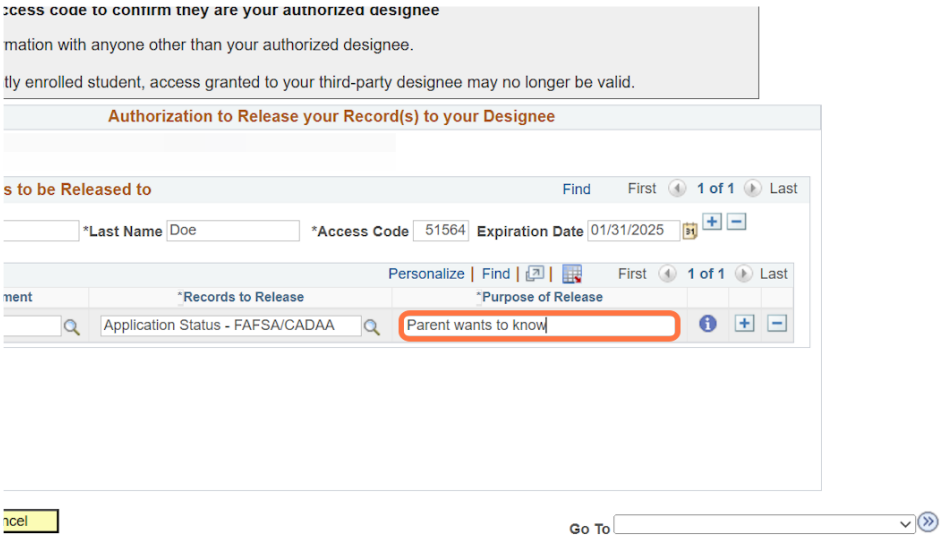
STEP 15

Select the record you want to grant



STEP 16

Type in the reason why you want to grant this person access to this record



STEP 17

Repeat steps 12 to 16 to add more records you want your designee to have. To do this make sure to click [+] next to the 'i'

STEP 18

Click [+] if you want to add more designee to have access. Remember to complete the above steps again to grant them access.

STEP 19

Click on Save once you are done.