

11901 Wornall Rd. Kansas City, MO 64145 Ph: (816) 501-3600 E: <u>Financial.Aid@avila.edu</u> www.avila.edu/financialaid

How To Add FERPA Permission (Family Education Rights Privacy Act)

FERPA is a federal law that protects a student's privacy and prevents sharing information to a third party unless the student gives permission.

Log in to your MyAU

- Click on the 'Academics' tab
- Click 'Set FERPA Permissions' on the left
- Click 'Define New Permission'
- Follow the prompts to complete the process
- It may take several days before the permission is entered in the AU system

FERPA is administered by the Registrar's Office: E: registrar@avila.edu Ph: 816-501-2401

