

FERPA - Family Education Right and Privacy Act

How to set up a FERPA Code

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. In order to help protect these rights, a 4-digit FERPA code is required from all students and anyone who calls in on the student's behalf in order to verify identity and release specific information about a student's account.

Since an individual's identity cannot be verified by telephone, only general information will be given over the phone without the student's FERPA code being provided.

How to create a FERPA Code

Login to **Banner Web**

- Login to **Banner Web**
- Click "FERPA Permission" under Personal Info
- Read terms shown and click Next
- Enter your information and preferred FERPA Code
- Click Submit Form

Forgot your FERPA Code? Please visit the Registrar's Office for assistance.