

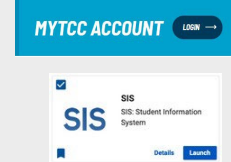
# Consent to Release Educational Records

## FERPA eForm Instructions

You always have access to your own records. The FERPA eForm lets you decide who else can access your educational records on your behalf. Use these instructions to add your Authorized Person(s).

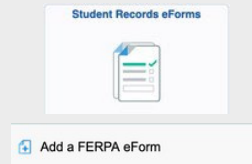
### 1 Log In to MyTCC & Launch SIS

- Log into MYTCC:  
<https://tcc.my.vccs.edu>
- Launch SIS (Student Information System).



### 2 Navigate to the FERPA eForm

- Click the "Student Records eForms" block.
- Click "Add a FERPA eForm" from the menu.



### 3 Select an Academic Institution

- Verify your Student Information
- Choose "Tidewater Community College" from the Academic Institution drop down box.

**Student Information**

Empl ID

Date of Birth

\*Academic Institution

### 4 Add Your Authorized Person(s)

- Read *all* instructions on the page to add your Authorized Person (s).
- Please note that if you put your own name, your request will be denied.

*Authorized Person's First Name	*Authorized Person's Last Name	*Passcode	Academic Records	Financial Aid	Student Accounts		
1 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	+	-

The Office of the College Registrar is here to help if you have questions or encounter any issues completing the FERPA eForm. Registrar@tcc.edu or 757-822-1900

