

Authorization to Release Help Guide

Steps for Student

1. Log into Student Center
2. Scroll down to the Personal Information section
3. Click on the Authorize to Release link

Personal Information

[Demographic Data](#)
[Emergency Contact Names](#)
[User Preferences](#)
[Authorize to Release](#)

Contact Information

My mailing address	My home address
200 Maritime Academy Dr. Vallejo, CA 94589-1795	200 Maritime Academy Dr. Vallejo, CA 94590

4. Read the information and instructions provided on the page
5. Complete the information for each person that access should be given.
 - a. 4 digit access code
 - i. Is created and assigned by the student
 - ii. Cannot start with a zero
 - iii. Must be numeric
 - iv. Can be the same for all users
 - b. Provide an expiration date (access is limited to a year at a time)
 - c. Add the appropriate Department and the Records you wish to release

Authorization to Release your Record(s) to your Designee

Student ID

Authorized Records to be Released to Find First 1 of 1 Last

*First Name John *Last Name Smiley *Access Code 1234 Expiration Date 12/08/2021

Personalize Find First 1 of 1 Last

	*Department	*Records to Release	*Purpose of Release
1	Student Financials	Billing	Payment

Save Cancel go to ...

6. If you want to release addition information add a line choose the department and the records you wish to release.

Authorized Records to be Released to Find First 1 of 1 Last

*First Name *Last Name *Access Code Expiration Date

	*Department	*Records to Release	*Purpose of Release		
1	<input type="text" value="Student Financials"/>	<input type="text" value="Billing"/>	<input type="text" value="Payment"/>		
2	<input type="text" value="Records"/>	<input type="text" value="Grades"/>	<input type="text" value="Grades"/>		

7. Click Save
 - a. if any of the following fields are empty, correct and click save
8. Share the access code with the designee