

### Identification & FERPA Waiver Instructions

- Go to <http://www.strose.edu/>. Click on Gateways in top right hand corner of the main page and select Login.
  - Click Login for the Secure Site.
  - Click Login to Secure Area. Enter User ID and PIN.
  - Click Identification & FERPA Waiver.
1. To set up your own password, enter a password in the STUDENT INFORMATION section. Click Update. You can change this at any time.
  2. To request non-disclosure of your records, click the check box next to “No Disclosure”. Click Update.
  3. To add people who you are authorizing the College to release information from your educational records to:
    - a. Enter a password specific to that person.
    - b. Enter their full name.
    - c. Select Relationship type.
    - d. Indicate what types of information you would like to release OR check the “Disclose All” box.
    - e. Click Update.
  4. To make updates to authorized people:
    - a. Change the password specific to that person.
    - b. Change what types of information you would like to release.
    - c. Click Update.
  5. To delete people who you are **no longer** authorizing the College to release information from your educational records to:
    - a. Click Delete.