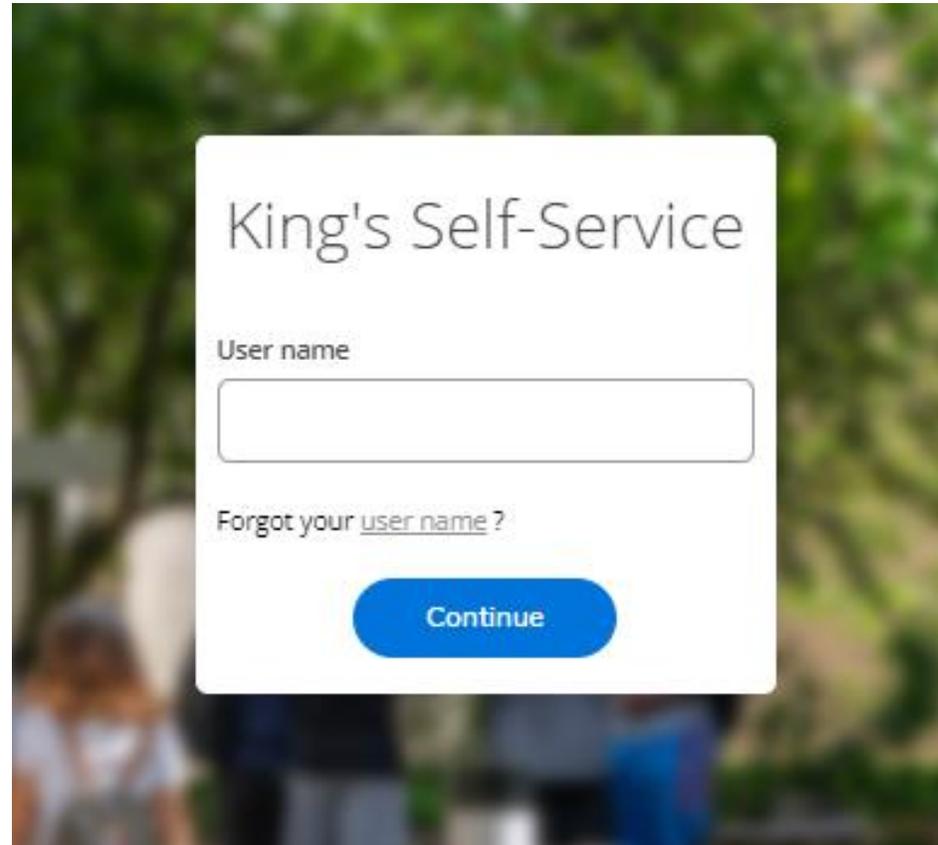


Self Service Student Records Release

Updated March 2023

Step 1:

Login to Self
Service

A screenshot of a web login page for 'King's Self-Service'. The page has a white background with rounded corners, set against a blurred background of green foliage and people. At the top, the text 'King's Self-Service' is displayed in a grey sans-serif font. Below this is a label 'User name' followed by a white rectangular input field with a thin grey border. Underneath the input field is the text 'Forgot your [user name](#)?' where 'user name' is underlined and blue. At the bottom of the form is a blue rounded rectangular button with the word 'Continue' in white text.

King's Self-Service

User name

Forgot your [user name](#) ?

Continue

Step 2:
Select Student
Records
Release



- 
-  Home
-  Financial Information 
-  Academics 
-  Daily Work 
-  Vendor Information 
-  **User Options** 
- User Profile
- View/Add Proxy Access
- Student Records Release



Step 3:

A.) Deny Access

or

B.) Provide Consent

A.) DENY ACCESS: If you wish to keep your student record private, and do not want to grant access to a third party to receive information, check the Deny Access to All checkbox.



KING'S COLLEGE - TEST

[User Options](#) · [Student Records Release](#)

Student Records Release Information



The privacy of student records is protected by law. King's College is pr financial aid, and other student record information.

King's College must have submitted permission from you prior to rele the individual below.

By granting access, you are giving the college permission to release in Please be sure that the individuals you authorize know their PIN num

Deny access to All

Active Relationship



No Active Relationship Available

[Add Person/Relationship](#)

Step 3A:
Deny Access Continued

DENY ACCESS: After you click the Deny Access to All checkbox, click the blue submit button.

Student Records Release Deny Access

Checking this box prevents you from adding any relationships. Do you want to continue?

Cancel Submit

After you click the submit button, the check mark will show that you have selected to Deny Access to All. So, if a third party should contact an office at King’s College about your records, the College will not be able to provide any information.

By granting access, you a
Please be sure that the in

Deny access to All

Step 3B:

Provide
Consent

PROVIDE CONSENT: If you wish to release information from your educational record to a third party, you can provide consent to what information can be released by adding an active relationship to your record. Click the blue Add Person/Relationship button.

Active Relationship



No Active Relationship Available

Add Person/Relationship



Step 3B:

Provide
Consent
Continued

ADD PERSON/RELATIONSHIP INFORMATION

Enter the below information for each person/relationship you would like to add.

- First Name
- Last Name
- Relationship
- PIN*
- Start Date

***Please be sure that the individuals you authorize know their PIN number as they will be required to provide it when requesting information.**



Add Person/Relationship

First Name *

Last Name *

Relationship *

PIN *

Start Date

Step 3B:

Provide
Consent
Continued

NEXT, SELECT THE LEVEL OF ACCESS.

ALLOW COMPLETE ACCESS

will consent to both academic and non-academic information.

Access *

Allow Complete Access

Allow Select Access

Academic Information

Non-Academic Information

ALLOW SELECT ACCESS

will consent to either academic or non-academic information. Check one or the other.

Access *

Allow Complete Access

Allow Select Access

Academic Information

Non-Academic Information

Disclosure Agreement

I authorize the institution to disclose my information to this party

Cancel

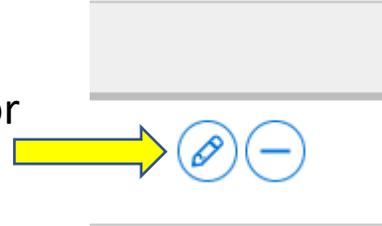
Submit

Check the disclosure agreement box and the blue submit button.

Editing
Information
Access to Active
Relationship
A.) End Access

To **END ACCESS** for an Active Relationship, enter an End Date for that person.

Click the Pencil Icon for that person.



Enter an End Date to no longer allow access and Click Save.

Edit Access

Name Kristen Lemoncelli Relationship Guardian Start Date 03-27-2023

PIN * End Date

0000 MM-dd-yyyy

Access *

Allow Complete Access

Allow Select Access

Academic Information

Non-Academic Information

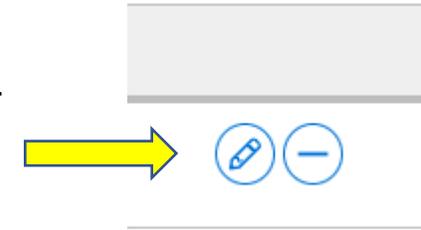
Cancel Save

A screenshot of the 'Edit Access' form. The form contains fields for Name, Relationship Guardian, Start Date, PIN, and End Date. Below these are radio buttons for 'Allow Complete Access' and 'Allow Select Access', and checkboxes for 'Academic Information' and 'Non-Academic Information'. At the bottom are 'Cancel' and 'Save' buttons. A yellow arrow points from the 'End Date' field in the previous screenshot to the 'End Date' field in this screenshot. Another yellow arrow points from the 'Save' button in the previous screenshot to the 'Save' button in this screenshot.

Editing Information Access to Active Relationship

B.) Edit Access

To **EDIT ACCESS** for an Active Relationship, click the Pencil Icon for that person.



Update the appropriate access level for this relationship by allowing complete access or select access. Once updated, click the blue Save button.



Edit Access

Name Kristen Lemoncelli Relationship Guardian Start Date 03-27-2023

PIN * End Date

0000 MM-dd-yyyy

Access *

Allow Complete Access

Allow Select Access

Academic Information

Non-Academic Information

Cancel Save