



## How to Complete the FERPA Student Release Online

- ✓ Visit: **my.hofstra.edu**
- ✓ Log into the **Hofstra Portal** with your **Student Network ID** and your **password**
- ✓ Read the **FERPA** agreement, and click “OK”
- ✓ Select **Hofstra Online** from the left menu
- ✓ Click “**Student Services**”
- ✓ Click “**Student Records**”
- ✓ Under the “**Student Records**” menu, click “**FERPA (Family Educational Rights and Privacy Act) Authorization Form**”
- ✓ Complete Form and Press “**I Affirm**”