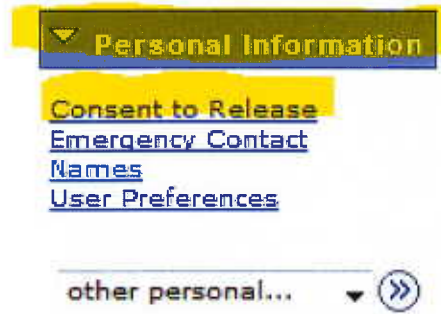


## How to give someone access to your records for FERPA

- 1 – Log into your student self-service page at: <https://kctsaprd.mycmsc.com/psp/kctsaprd/?cmd=login>
- 2 – Locate “Consent to Release” under “Personal Information” and click on it:



- 3 – Fill out the consent with the person’s information of **who you’re giving consent to**, not your information