



Murray State College provides opportunities for student learning, personal growth, professional success, and community enhancement.

## Grant Someone Access to your Student Records

### Login to your Aggies Online Portal. Then click on your User Profile Icon and select Student Records Release:

Notifications

Title	Details	Link
Registrar Hold	Please contact the registrar's office immediately at 580-387-7230 or registrar@mscok.edu	

- Student Finance: Here you can view your latest statement and make a payment online.
- Financial Aid: Here you can access financial aid data, forms, etc.
- Student Planning: Here you can search for courses, plan your terms, and schedule & register your course sections.
- Course Catalog: Here you can view and search the course catalog.
- Grades: Here you can view your grades by term.
- Graduation Overview: Here you can view and submit a graduation application.
- Academic Attendance

### Select Add Person / Relationship:

Student Records Release Information

The privacy of student records is protected by law. The University is prohibited from providing certain information from your student records to a third party, such as grades, billing, tuition and fees assessments, financial aid, and other student record information. The University must have submitted permission from you prior to releasing information from your educational record. If you wish to grant access to a third party, please indicate the name(s) and relationships(s) of the individual below. By granting access, you are giving the University to release information mentioned by you. The consent submitted must specify what information to be released. Please be sure that the individuals you authorize know their PIN number as they will be required to provide it when requesting information.

Deny access to All

Active Relationship

No Active Relationship Available

Add Person/Relationship



# MURRAY STATE COLLEGE

Murray State College provides opportunities for student learning, personal growth, professional success, and community enhancement.

## Grant Someone Access to your Student Records

Fill out all the areas marked below:

First Name *	Last Name *	Relationship *	PIN	Start Date	End Date
<input type="text"/>	<input type="text"/>	<input type="text" value="Please Select"/>	<input type="text" value="Enter a 4 digit PIN"/>	<input type="text" value="M/d/yyyy"/>	<input type="text" value="M/d/yyyy"/>

**Access \***

Allow Complete Access

Allow Select Access

- Statement Balance
- Student Billing Activity
- Financial Aid Awards
- Financial Aid Documents
- Financial Aid Status
- FAFSA Information
- Work Study Info. ⓘ
- SAP ⓘ
- Academic Records
- Course Schedule
- Finalized Grades
- VA Information

**Disclosure Agreement**

I authorize the institution to disclose my information to this party

The Institutional Offices will ask for the pin number before releasing information. Make sure you let this person know what their pin is.

Selecting Allow Complete Access selects all the boxes.