




FERPA for Students

Approving Requested Access

If you have a request outstanding in the [Alfred State Parent & Family Connections Portal](#), you'll receive an email that looks like this. You can click on the button to “**Click here to approve this request**” if you would like.



You have a new connection request!

June 13, 2024

Dear Student Name,

Parent Name is requesting your consent and permission to access your educational records. You may approve or decline this request, and you may revoke permissions at any time.

[Click here to approve this request](#)

Parent Name is requesting access to the following educational resources:

- **Graduation Information**
Discuss the anticipated date of graduation and expected degrees and certificates.
- **Class Schedule/Enrollment Information**
View and discuss student course schedule, credit hours, and other status information including degree, major and class year.
- **GPA/Unofficial Transcript**
View and discuss student course grades and transfer credit received.
- **Holds on Account**
Get notified when there's a new hold on the student account, along with a description of the hold type.
- **Account Balance**
View and discuss student account balance and get notified about any outstanding charges.
- **Financial Aid Information**
View and discuss student financial aid offered and paid on the account.
- **1098-T Information**
Discuss 1098-T Information.
- **Financial Aid Requirements**
View and discuss student financial aid outstanding requirements.
- **Dining Plan**
View and discuss student dining plan.
- **Dining Balance**
View and discuss student Dining Dollars and CSA (Campus Spending Account) information.
- **Housing Status**
View and discuss student room assignment or off-campus housing waiver.
- **Veteran Benefits**
View and discuss student VA Benefits.

If you grant permission to Parent Name to view the above records, they will be able to access this information in Alfred State Parent & Family Connections. You may update your permission levels at any time by visiting [your student page](#).

Alfred State College Student Affairs



You can also access the [Alfred State Parent & Family Connections Portal](#) using the my.AlfredState.edu/registration page. Scroll down and select the link under “**Student Privacy.**”

A screenshot of the my.AlfredState.edu registration page. The page has a dark blue header with the 'my. ALFRED STATE.edu' logo and a 'MENU' button. Below the header is a navigation bar with a 'Registration' link. The main content area is divided into two columns. The left column contains several sections: 'PARENT AND FAMILY CONNECTIONS', 'DEGREEWORKS', 'REQUEST OFFICIAL TRANSCRIPT', 'VIEW CLASS OFFERINGS', 'My Schedule' (with a dropdown arrow), 'Academic Standing', and 'Add / Drop Courses'. The right column contains: 'SCHEDULE PLANNER', 'REQUEST ENROLLMENT VERIFICATION', 'UPDATE PERSONAL INFORMATION', 'VIEW FINAL GRADES', 'Change Your Major', 'Add a Minor', and 'Student Privacy'. The 'Student Privacy' section is circled in red and contains the text: 'Alfred State provides for the confidentiality of student records in accordance with the Family Educational Rights and Privacy Act (FERPA). We can only share information with someone else (like a parent) if you grant access through the Alfred State Parent and Family Experience.'

The first time you access the [Alfred State Parent & Family Connections Portal](#) you may see the screen below. Scroll to the bottom and select “**Are you student or faculty? Log in here**”. This will bring you into the [Alfred State Parent & Family Connections Portal](#) using single sign-on:

A new way to stay involved with your student and Alfred State College.

Access for Pioneer families sponsored by Alfred State Student Affairs.

Log in to get started or [sign up](#)

[Forgot password?](#)

Email

Password

Remember Me

Log in with email



Log in with Facebook



Log in with LinkedIn



Log in with Google

This site is protected by reCAPTCHA and the Google Privacy Policy Terms of Service apply.

[Are you student or faculty? Log in here.](#)

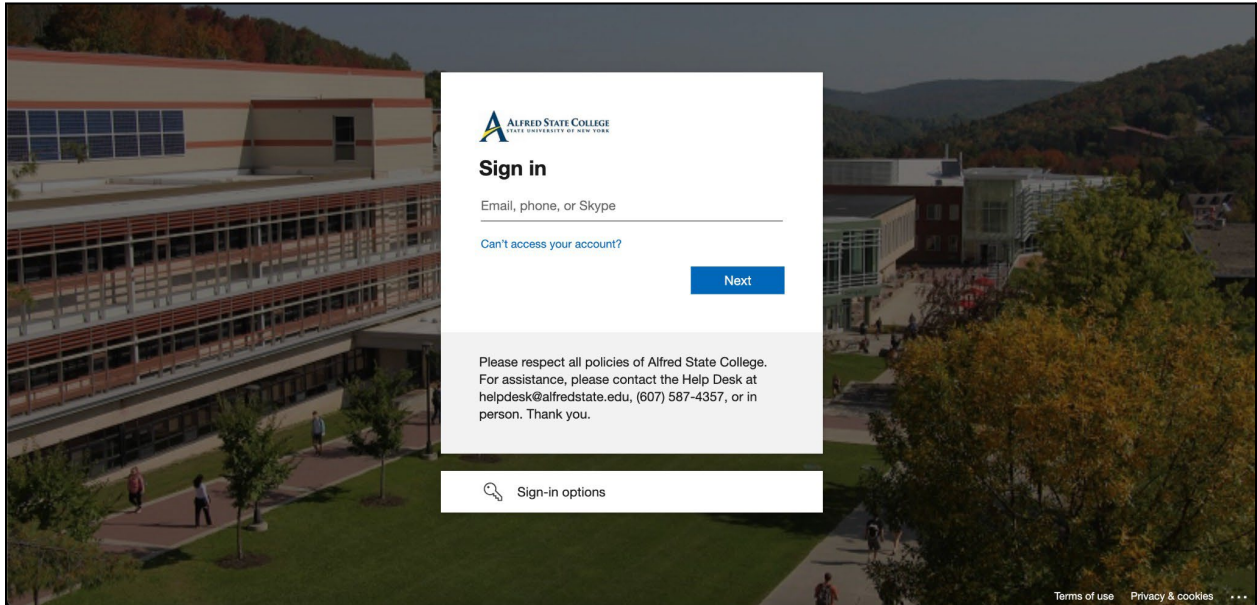


Your one-stop shop for:

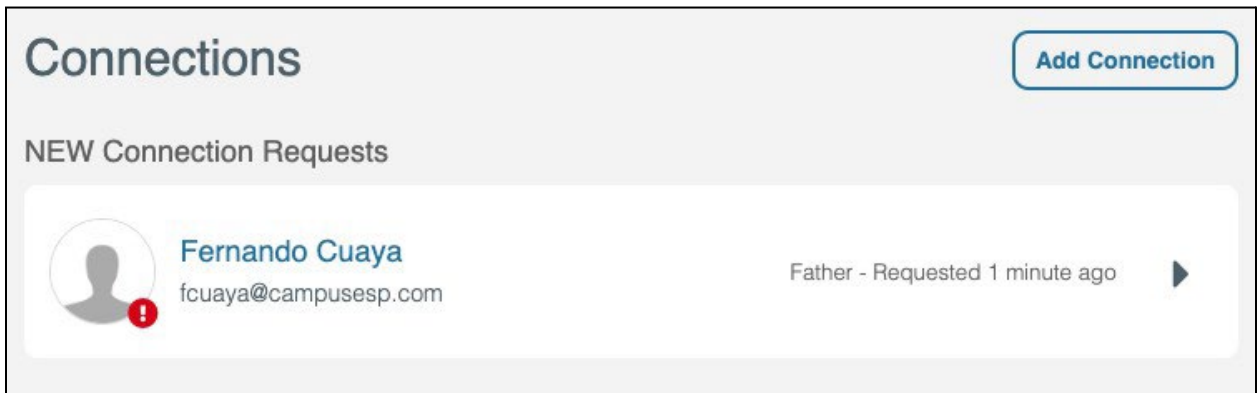
- Access to important campus news and deadlines
- Insight into your student's progress and financial details
- Personalized newsletters on your schedule
- Announcements via email and text message
- Sharing of updates with friends and family



Enter your Alfred State Username and Password and click “Log In.”




Click the connection request for which you would like to approve access.





Select the records for which you would like to edit access. You may select to share all records or to individually select the records you'd like to share with the person who requested access. Click “Grant Access.”

Select records to share with

 **Fernando Cuaya**
fcuaya@campusesp.com Father - Requested less than a minute ago

Grant access to records by checking specific boxes, and clicking "Grant Access" at the bottom.

Records requested

These are records being requested for access to. [Select all](#)

Academic Information

Class Schedule/Enrollment
View student course schedule, credit hours, and other status information including degree, major and class year.

Grade(s) Information
View student course grades. Final grades will be posted at the end of each semester.

Financial Information

Holds on Account
Get notified when there's a new hold on the student account, along with a description of the hold type.

Financial Aid Information
View a list of student financial aid awards, the expected amount offered and whether the payment has been made

Account Balance
View the student account balance, and get notified about any outstanding charges.

[Grant Access](#) [Back to Connections](#)

If the update to your connection was successful, you'll be taken back to the Connections screen and see a green banner at the top confirming that the connection has been updated.




Your connection with Fernando Cuaya has been updated.

Connections

Add Connection

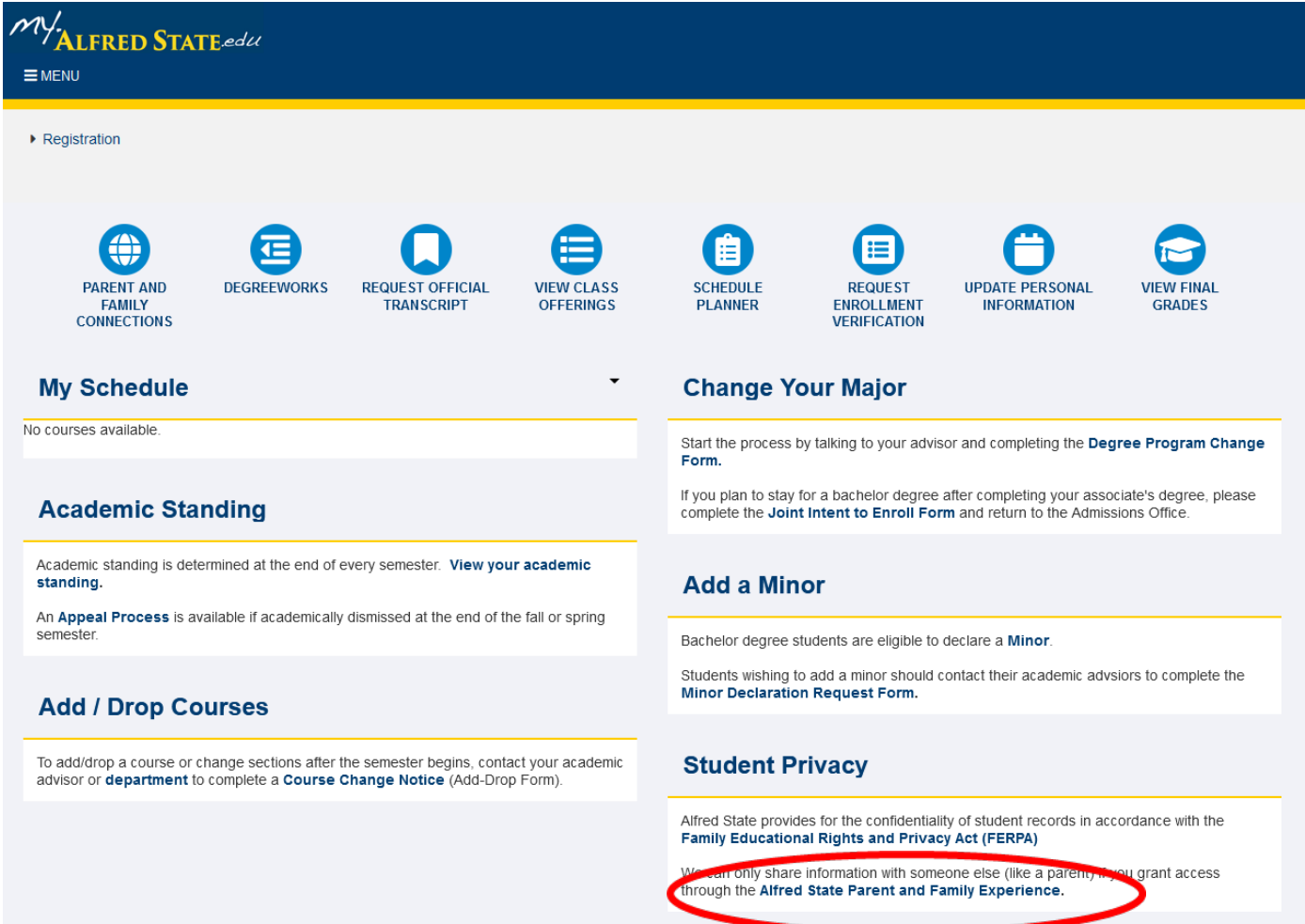
Active Connections

 **Fernando Cuaya**
fcuaya@campusesp.com

Father - Accepted less than a minute ago ▶

Granting New Access

To grant access to a parent or family member before they make a request, go to the my.AlfredState.edu/registration page. Scroll down and select the [Alfred State Parent & Family Connections Portal](#) link under “**Student Privacy.**”



my ALFRED STATE .edu

MENU

Registration

- PARENT AND FAMILY CONNECTIONS
- DEGREEWORKS
- REQUEST OFFICIAL TRANSCRIPT
- VIEW CLASS OFFERINGS
- SCHEDULE PLANNER
- REQUEST ENROLLMENT VERIFICATION
- UPDATE PERSONAL INFORMATION
- VIEW FINAL GRADES

My Schedule

No courses available.

Academic Standing

Academic standing is determined at the end of every semester. [View your academic standing.](#)

An **Appeal Process** is available if academically dismissed at the end of the fall or spring semester.

Add / Drop Courses

To add/drop a course or change sections after the semester begins, contact your academic advisor or **department** to complete a **Course Change Notice** (Add-Drop Form).

Change Your Major

Start the process by talking to your advisor and completing the **Degree Program Change Form.**

If you plan to stay for a bachelor degree after completing your associate's degree, please complete the **Joint Intent to Enroll Form** and return to the Admissions Office.

Add a Minor

Bachelor degree students are eligible to declare a **Minor.**

Students wishing to add a minor should contact their academic advisors to complete the **Minor Declaration Request Form.**

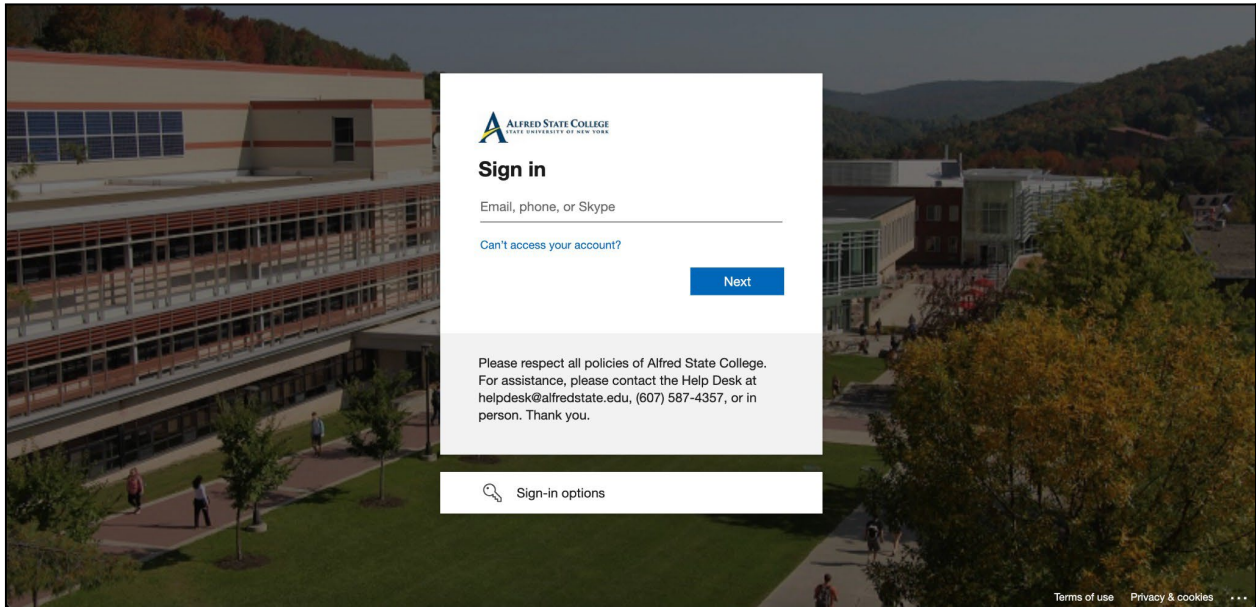
Student Privacy

Alfred State provides for the confidentiality of student records in accordance with the **Family Educational Rights and Privacy Act (FERPA)**

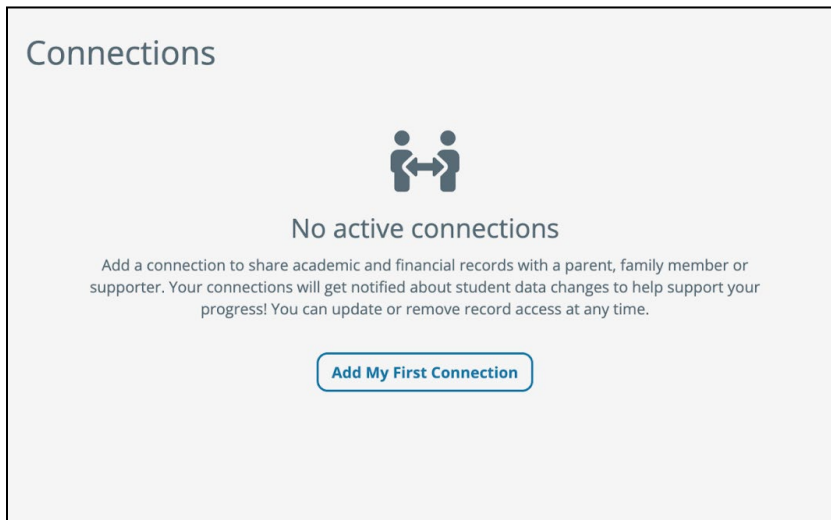
We can only share information with someone else (like a parent) if you grant access through the **Alfred State Parent and Family Experience.**



You will be taken to a sign-in page. Enter your Alfred State email and Password and click “Log In.”



After you log in, you will be taken to the Connections page where you can click “Add My First Connection.”





Enter the person’s email address and use the drop-down menu to select their relationship to you. Click “Continue.”

A screenshot of a web form titled "Who do you want to connect with?". Below the title is the instruction "Enter their email address and relationship to you." There are two input fields: the first is labeled "Connection's email address" and contains the text "example@email.edu"; the second is a dropdown menu labeled "What is their relationship to you?" with the text "Select relationship" and a downward arrow. At the bottom of the form are two buttons: a blue "Continue" button and a grey "Cancel" button.

Select the records you would like to share. You may either select to share all available records or individually select the records you'd like to grant access to. Then, select "Grant Access" at the bottom of the screen.

A screenshot of a web form titled "Select records to share with". At the top, there is a user profile for "Rebecca McCrory" with the email "rmccrory+1@campusesp.com" and the relationship "Mother". Below this is a note: "Edit or remove access to records at any time by checking specific boxes, and clicking 'Continue' at the bottom." The main section is titled "Records available to share" and includes a "Select all" checkbox which is checked. Under this section, there are four categories of records, each with a description and a checked checkbox: "Academic Information" (containing "Class Schedule/Enrollment" and "Grade(s) Information"), "Financial Information" (containing "Holds on Account" and "Financial Aid Information"), and "Account Balance". At the bottom of the form are two buttons: a blue "Continue" button and a grey "Cancel" button.

You will see a green banner at the top of the page if your connection request has been successfully sent to the person you granted access to. They will receive an email detailing your connection request. You'll receive an email notification if the person confirms your connection request to view aspects of your student record.




And now, feel free to repeat this process if you would like to grant access to additional parents, family members, supporters, etc. You can grant access to anyone who supports you!

Your connection request has been successfully sent to Rebecca McCrory!

Connections

[Add Connection](#)

Awaiting Confirmation



Rebecca McCrory
rmccrory+1@campusesp.com

Mother - Invited less than a minute ago ▶