




UNIVERSITY OF SOUTH ALABAMA

FLAGSHIP OF THE GULF COAST.

FERPA for Students

Approving Requested Access

If you have a request outstanding in the South Alabama Family Connection, you'll receive an email that looks like this. You can click on the "Click here to approve this request" button if you would like to share information with the requestor.



You have a new connection request!

April 14, 2025

Dear A [REDACTED],

[REDACTED] 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](#)

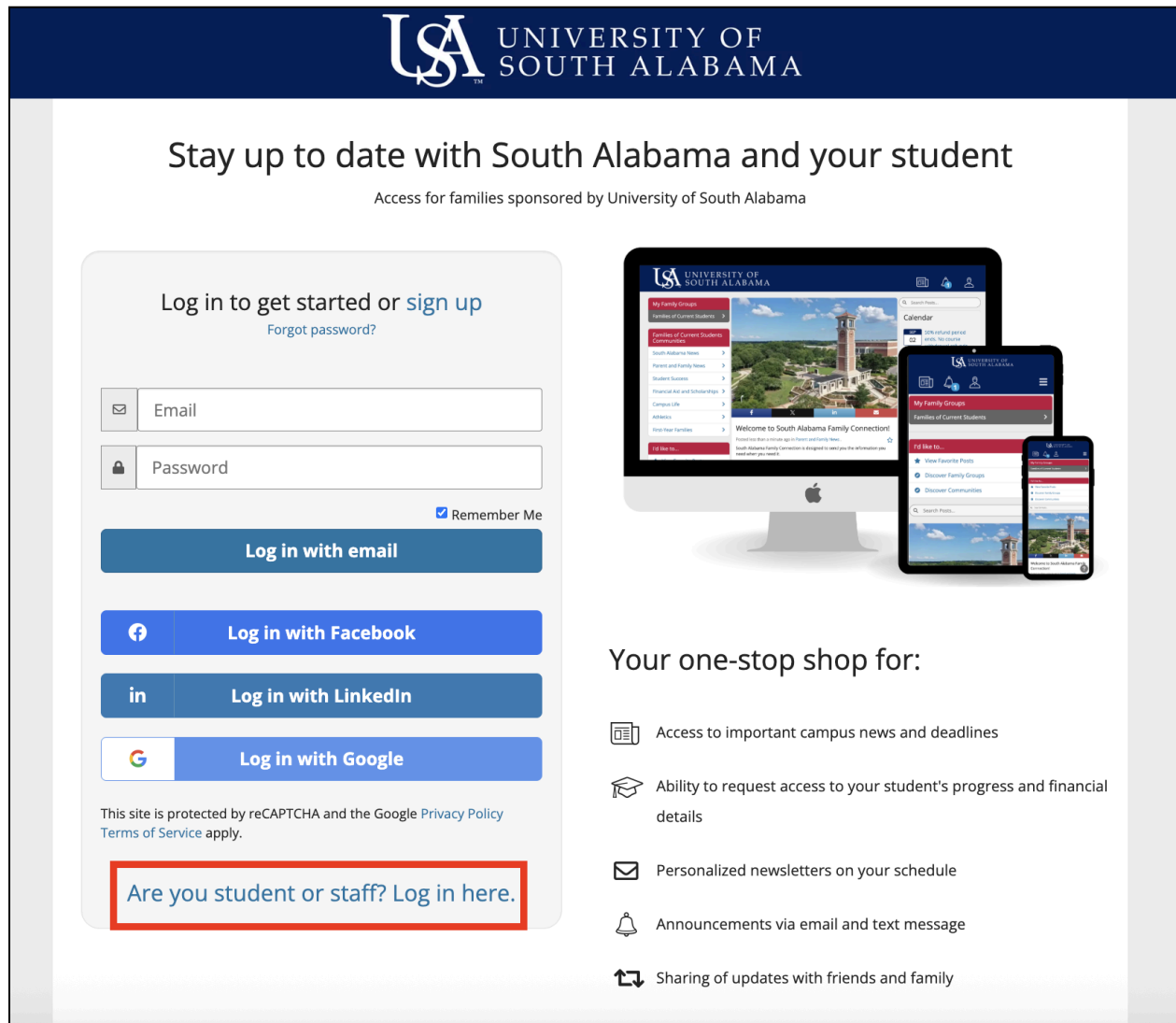
[REDACTED] is requesting access to the following educational resources:

- **Class Schedule/Enrollment Information**
View student course schedule, credit hours, and other status information including degree, major and class year.
- **Grade(s) Information**
View student course grades.
- **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.
- **Holds on Account**
Get notified when there's a new hold on the student account, along with a description of the hold type.

If you grant permission to A [REDACTED] to view the above records, they will be able to access this information in South Alabama Family Connection. You may update your permission levels at any time by visiting [your student page](#).

South Alabama Family Connection

You can also grant access by going to the [South Alabama Family Connection](#) and clicking on the link that says "Are you student or staff? Log in here."



The image shows a screenshot of the University of South Alabama Family Connection website. At the top, the USA logo and "UNIVERSITY OF SOUTH ALABAMA" are displayed. Below this is the heading "Stay up to date with South Alabama and your student" and the subtext "Access for families sponsored by University of South Alabama".

The main content area is divided into two sections. On the left is a login form with the following elements:

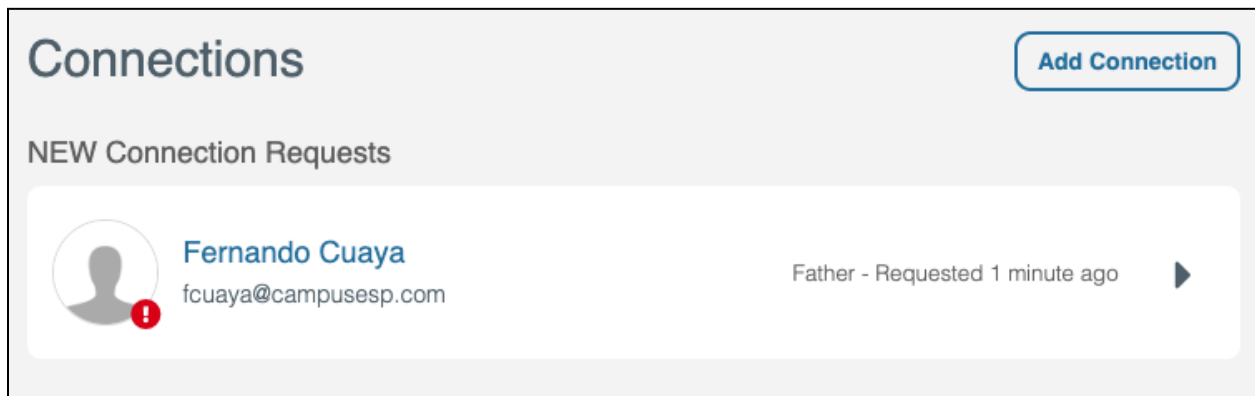
- Text: "Log in to get started or [sign up](#)"
- Text: "Forgot password?"
- Input fields for "Email" and "Password".
- Checkbox: "Remember Me"
- Buttons: "Log in with email", "Log in with Facebook", "Log in with LinkedIn", and "Log in with Google".
- Text: "This site is protected by reCAPTCHA and the Google Privacy Policy Terms of Service apply."
- A red-bordered box containing the text: "Are you student or staff? Log in here."

On the right is a graphic showing the website interface on a desktop monitor, a tablet, and a smartphone. Below this graphic is the heading "Your one-stop shop for:" followed by a list of features:

- Calendar icon: Access to important campus news and deadlines
- Graduation cap icon: Ability to request access to your student's progress and financial details
- Envelope icon: Personalized newsletters on your schedule
- Bell icon: Announcements via email and text message
- Share icon: Sharing of updates with friends and family

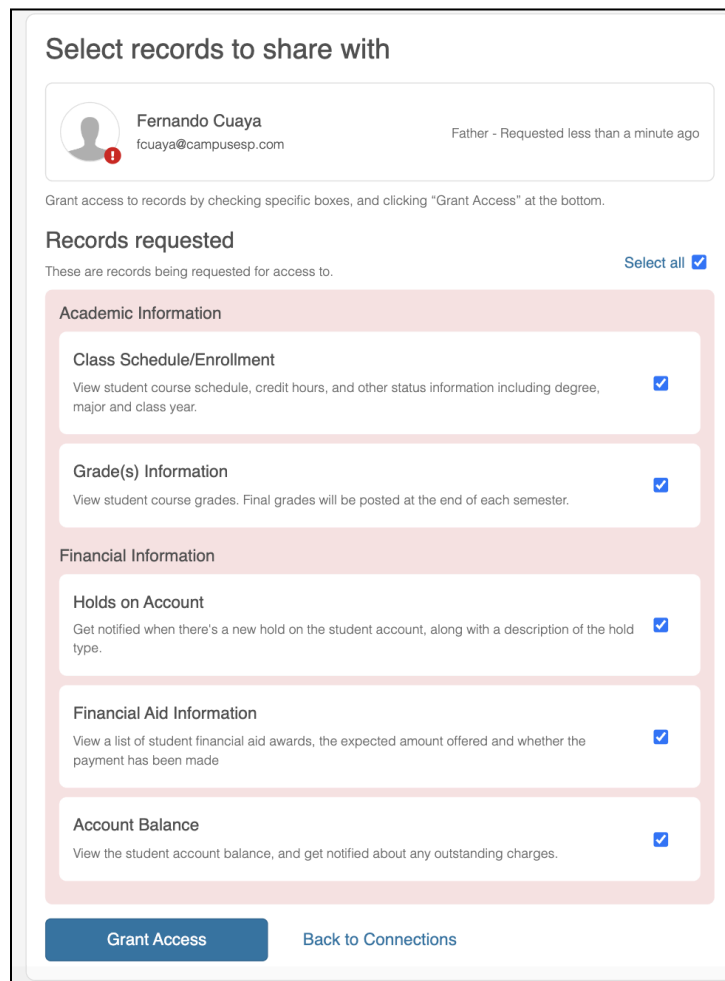
You will be directed to a sign-in page. Enter your University of South Alabama email address and password and click “Log In.”

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



The screenshot shows a web interface titled "Connections" with a blue "Add Connection" button in the top right. Below the title is the section "NEW Connection Requests". A single request is displayed for "Fernando Cuaya" with the email "fcuaya@campusesp.com". The request is labeled "Father - Requested 1 minute ago" and includes a right-pointing arrow icon. A red exclamation mark icon is visible next to the user's profile picture.

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.”



The screenshot shows a "Select records to share with" page for the user "Fernando Cuaya" (Father - Requested less than a minute ago). Below the user information, there is a section titled "Records requested" with a "Select all" checkbox. The records are grouped into "Academic Information" and "Financial Information". Each record has a description and a checked checkbox.

Category	Record Name	Description	Selected
Academic Information	Class Schedule/Enrollment	View student course schedule, credit hours, and other status information including degree, major and class year.	<input checked="" type="checkbox"/>
	Grade(s) Information	View student course grades. Final grades will be posted at the end of each semester.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
	Financial Aid Information	View a list of student financial aid awards, the expected amount offered and whether the payment has been made	<input checked="" type="checkbox"/>
	Account Balance	View the student account balance, and get notified about any outstanding charges.	<input checked="" type="checkbox"/>

At the bottom of the page, there are two buttons: "Grant Access" and "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.

The screenshot displays a user interface for managing connections. At the top, a light green banner contains the text: "Your connection with Fernando Cuaya has been updated." Below this, the main section is titled "Connections" and includes a blue "Add Connection" button. Underneath, the "Active Connections" section features a card for "Fernando Cuaya" with the email "fcuaya@campusesp.com". The connection is identified as "Father" and was "Accepted less than a minute ago", indicated by a right-pointing arrow. A small green checkmark icon is visible next to the profile picture placeholder.

Granting New Access

To grant access, go to the [South Alabama Family Connection](#) and click on the link that says “Are you student or staff? Log in here.”

USA UNIVERSITY OF SOUTH ALABAMA

Stay up to date with South Alabama and your student

Access for families sponsored by University of South Alabama

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.

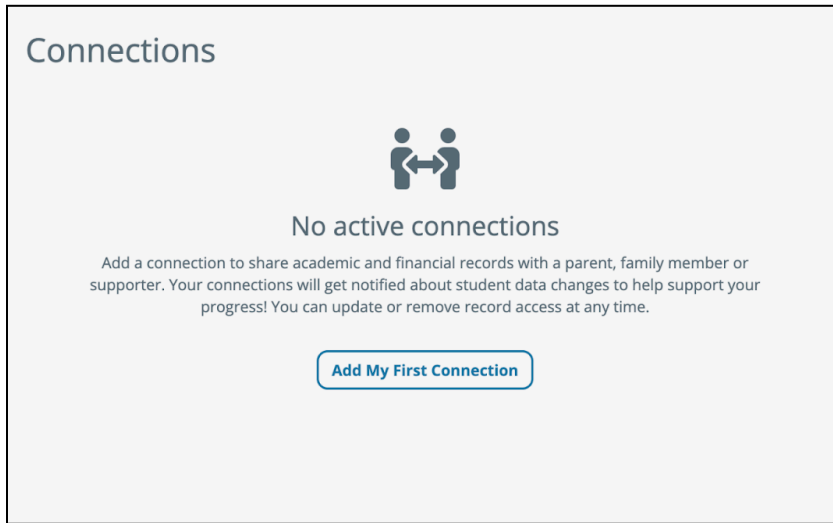
Are you student or staff? Log in here.

Your one-stop shop for:

- Access to important campus news and deadlines
- Ability to request access to 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

You will be directed to a sign-in page. Enter your University of South Alabama email address 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."

The screenshot shows a 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 "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.

Select records to share with


Rebecca McCrory
rmccrory+1@campusesp.com
Mother

Edit or remove access to records at any time by checking specific boxes, and clicking "Continue" at the bottom.

Records available to share

These are records you can grant 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.

Continue
Cancel


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.

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

▶

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!