

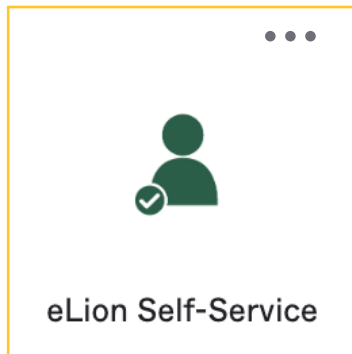
HOW TO ACCESS FERPA



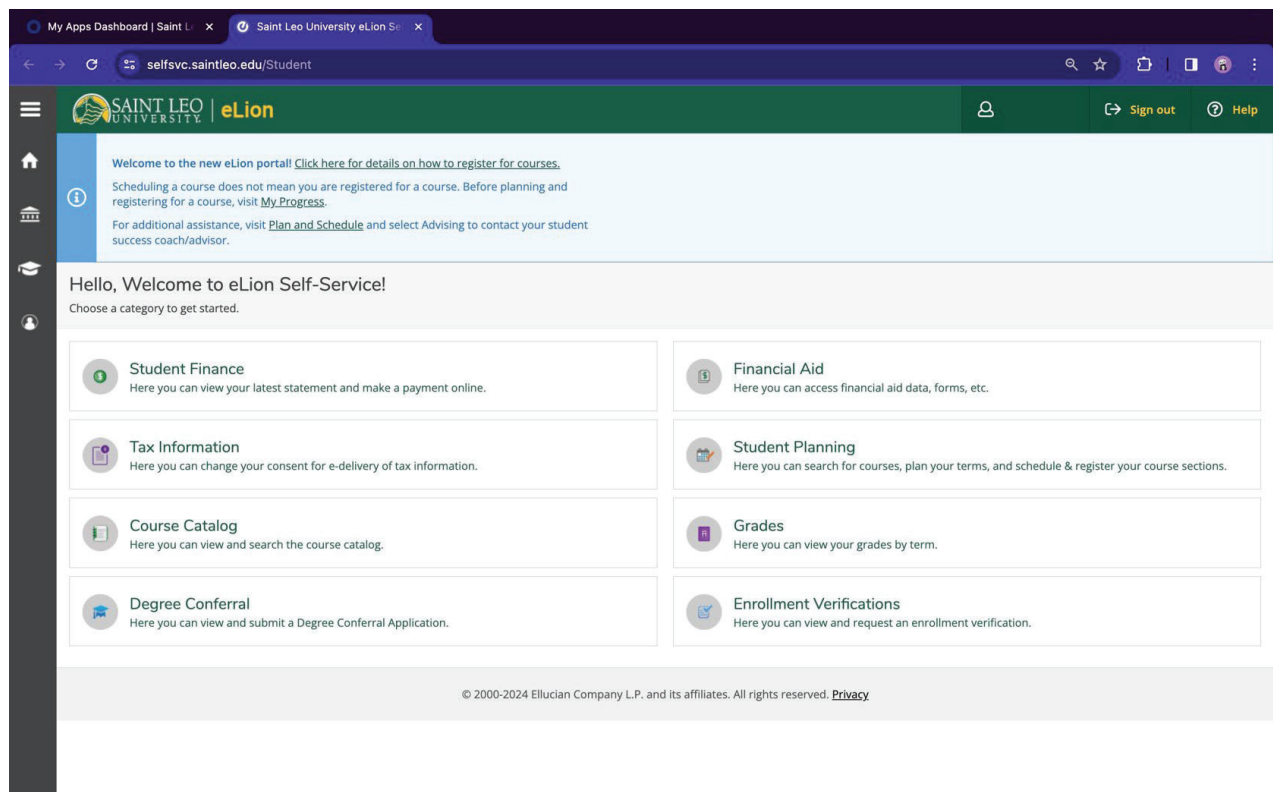
FERPA

Family Educational
Rights & Privacy Act

1. Log in to [eLion Self-Service](#).



2. Navigate to the homepage:

A screenshot of a web browser displaying the eLion Self-Service homepage. The browser's address bar shows "selfsvc.saintleo.edu/Student". The page features a green header with the Saint Leo University logo and "eLion" branding. A navigation menu is visible on the left. The main content area includes a welcome message, a "Choose a category to get started." prompt, and a grid of service tiles. Each tile has an icon and a brief description of the service. At the bottom, there is a copyright notice for the year 2000-2024.

Welcome to the new eLion portal! [Click here for details on how to register for courses.](#)
Scheduling a course does not mean you are registered for a course. Before planning and registering for a course, visit [My Progress](#).
For additional assistance, visit [Plan and Schedule](#) and select Advising to contact your student success coach/advisor.

Hello, Welcome to eLion Self-Service!
Choose a category to get started.

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.

Tax Information
Here you can change your consent for e-delivery of tax information.

Student Planning
Here you can search for courses, plan your terms, and schedule & register your course sections.

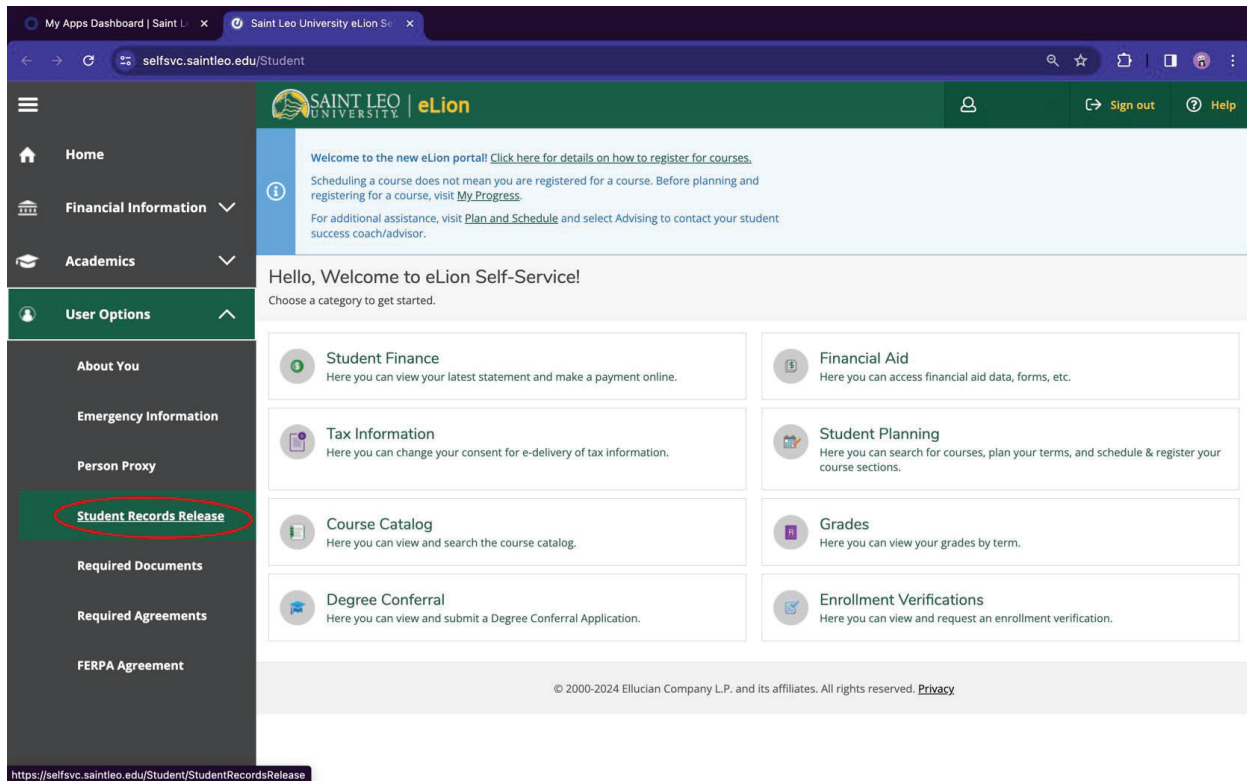
Course Catalog
Here you can view and search the course catalog.

Grades
Here you can view your grades by term.

Degree Conferral
Here you can view and submit a Degree Conferral Application.

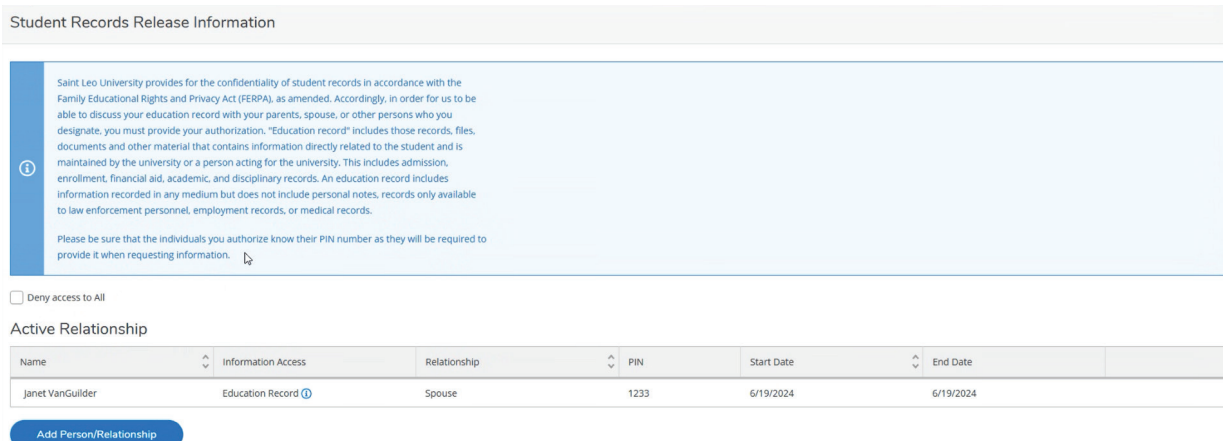
Enrollment Verifications
Here you can view and request an enrollment verification.

3. In the left-hand menu, select **“User Options,”** then click on **“Student Release Agreement.”**



The screenshot shows the eLion Self-Service portal interface. The left-hand navigation menu is expanded to 'User Options', and 'Student Records Release' is highlighted with a red circle. The main content area displays a welcome message and a grid of service tiles including Student Finance, Financial Aid, Tax Information, Student Planning, Course Catalog, Grades, Degree Conferral, and Enrollment Verifications.

4. To add a FERPA release for an individual, click the blue button **“Add Person/Relationship.”**



The screenshot shows the 'Student Records Release Information' page. It includes a detailed informational text block about FERPA and a table of active relationships. A blue button labeled 'Add Person/Relationship' is visible at the bottom of the page.

Name	Information Access	Relationship	PIN	Start Date	End Date
Janet VanGuilder	Education Record ⓘ	Spouse	1233	6/19/2024	6/19/2024

5. Click **“Allow Complete Access”** or **“Allow Select Access”** and check the box **“Education Record.”** Agree to the Disclosure Agreement by checking the box. Click the Submit button.

First Name *	Last Name *	Relationship *	PIN *	Start Date	End Date
<input type="text"/>	<input type="text"/>	Please Select 	Enter a 4 digit PIN	MM/yyyy 	MM/yyyy 
Access *					
<input type="radio"/> Allow Complete Access					
<input checked="" type="radio"/> Allow Select Access					
<input type="checkbox"/> Education Record 					
Disclosure Agreement					
<input type="checkbox"/> I authorize the institution to disclose my information to this party					
<input type="button" value="Cancel"/>		<input type="button" value="Submit"/>			

6. If you'd like to deny access, check **“Deny access to All.”**

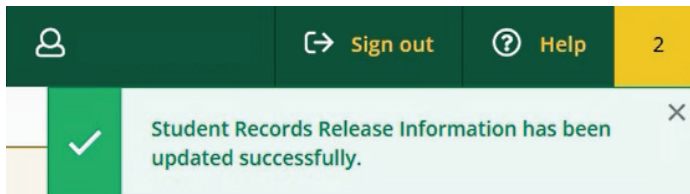
Deny access to All

7. Make any desired edits under **“Active Relationship”** by clicking edit, and choosing options such as:

- Edit (pencil)
- Remove record (minus sign)
- Edit PIN

Education Record 	Friend	1234	2/6/2025	 
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Once your changes are finalized, you will receive a confirmation message that says, "Student Records Release Information has been updated successfully." This confirms that your updates have been saved in the system.



University Staff/Personnel will be unable to discuss your education record with any party for whom you have not specifically authorized through the above Records Release process; this includes admission, enrollment, financial aid, academic and disciplinary records.