Student Record Release Information

In compliance with FERPA, Norfolk State University is prohibited from releasing any certain information from your student records to a third party, such as information on grades, billing, tuition and fees assessments, financial records (including scholarships, grants, work study, or loan amounts) and other student record information. This restriction applies to, but is not limited to, your parents, your spouse, or a sponsor.

You can authorize the University to disclose specified information to a selected third party. This authorization remains valid until you change or revoke the third party's access. For this reason, the University recommends **periodically** reviewing your approved individuals and updating when necessary.

Follow these steps to add new individual users to the Norfolk State University Self-Service system.

1. Log into Colleague NSU Self-Service. Then, click on User Options on the left-hand menu and select Student Records Release.
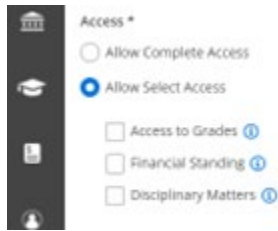2. Click on Add Person/Relationship.
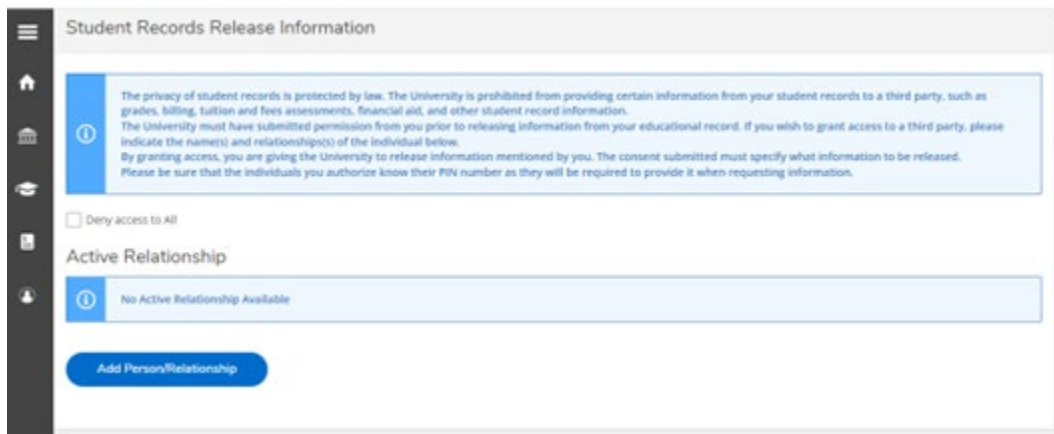
3. When adding a new person, input the person's information; fields marked with an asterisk are required.
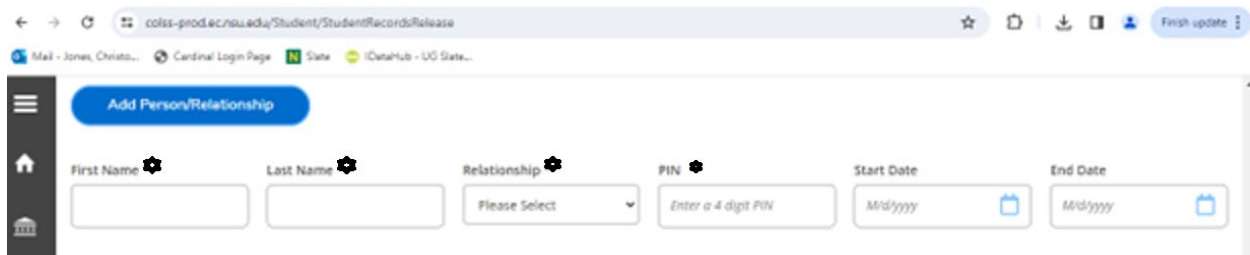
*Note - You may use the date options if you wish to limit access to a specific time, although it is not required.

4. Then, in the Access menu, indicate whether the individual should have access to all listed information, or only selected information by phone or email.

Access *
○ Allow Complete Access
● Allow Select Access

  ☐ Access to Grades ⓘ
  ☐ Financial Standing ⓘ
  ☐ Disciplinary Matters ⓘ

5. Read the disclosure and indicate your agreement, then click **Submit**.

Disclosure Agreement
☐ I authorize the institution to disclose my information to this party

(Cancel)   (Submit)

You will need to notify your designees of the PIN. They will utilize this PIN when calling into, emailing, or visiting University offices regarding your account.

Should you have any specific questions regarding access, please contact the Office of the Registrar at 757-823-8377 or registrar@nsu.edu.

For technical assistance, please contact the IT Help Desk at 757-823-8678 or Clientservices@nsu.edu.