



Student Initiated FERPA Connections Instructions

Students may initiate a connection with a supporter, rather than waiting for their supporter to request the connection.

Access the UWG Family Portal: <https://uwg.campusesp.com/signin>

When you get to the following screen, click on “Are you faculty or a student? Log in here”

GO WEST UWG

FAMILY PORTAL

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

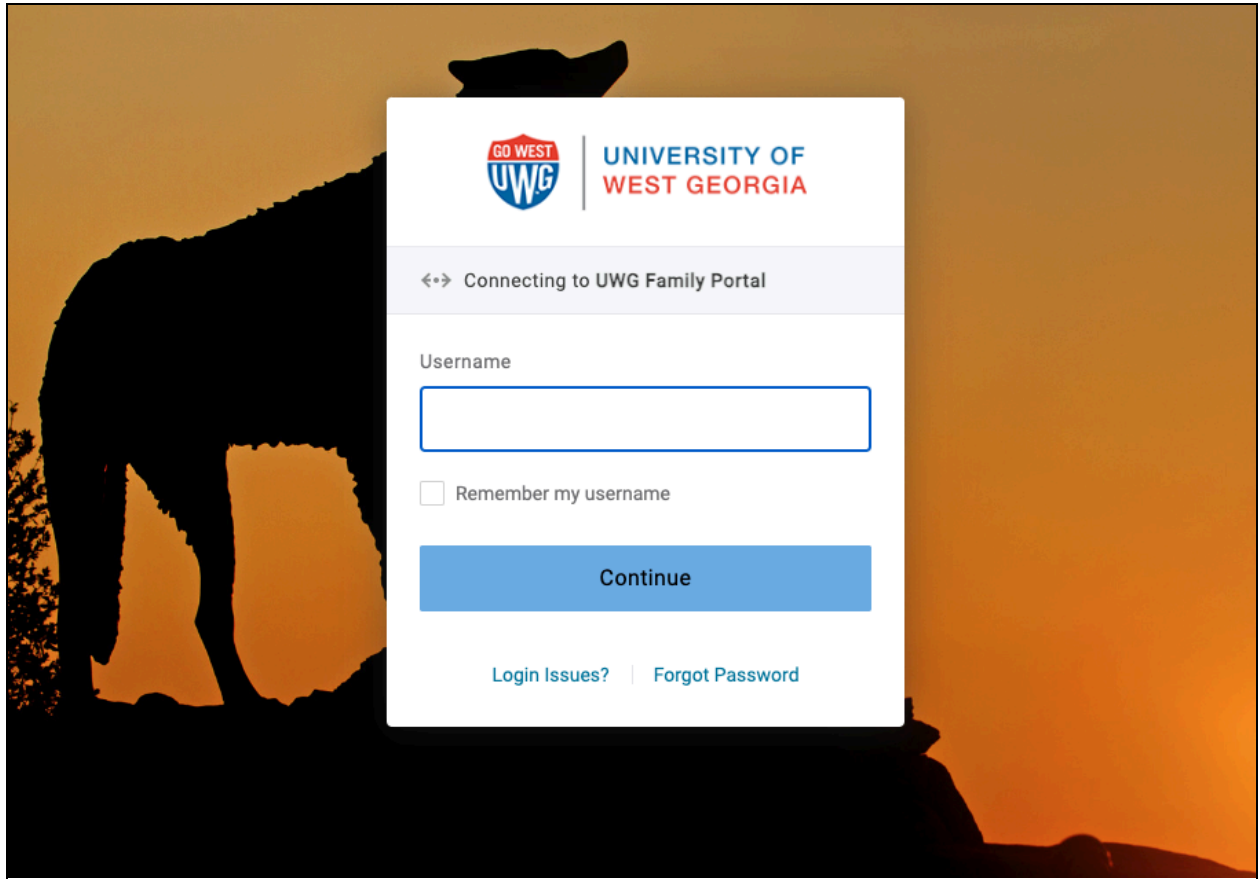
Log in with Google

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) [Terms of Service](#) apply.

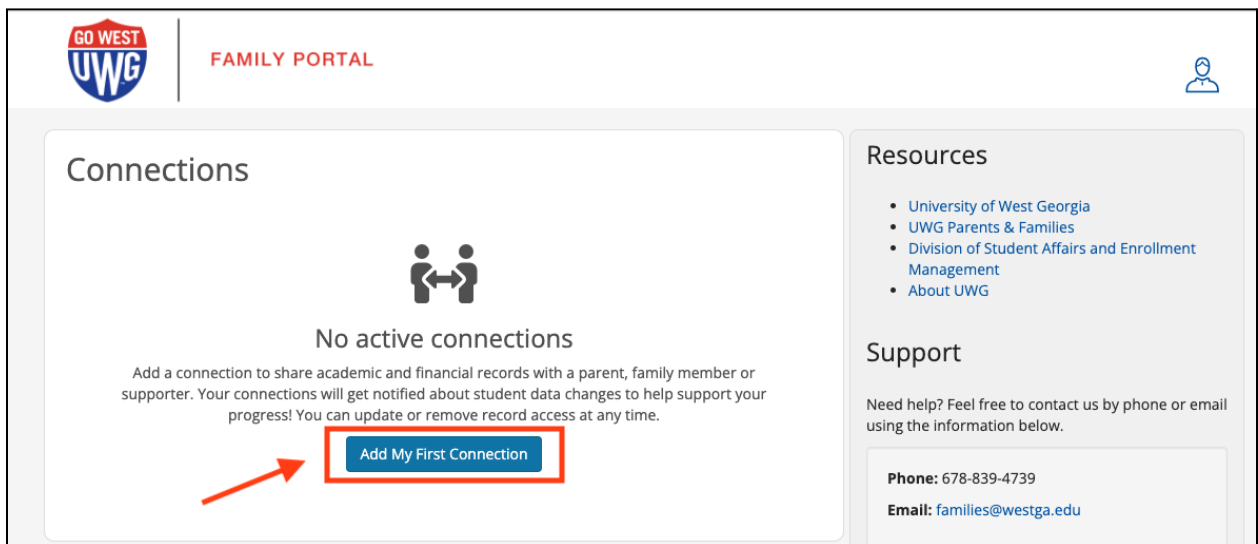
Are you faculty or a student? Log in here

Available resources to assist your student:

- Access to important campus news and deadlines
- Insight into your student's progress and financial details
- Personalized newsletters on your schedule
- Announcements via email



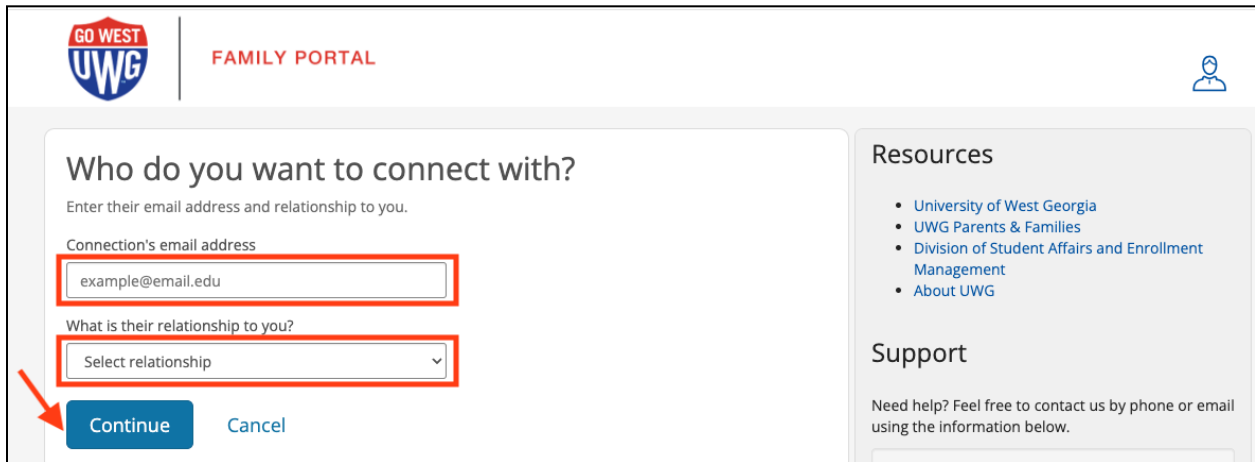
After you have logged in (which should be Single-Sign on) you will be brought to the Connections page.



In the case above, there are no connections or pending requests. If a request is pending, it would show up on this screen.

You will now be able to make your first connection. To do that, click on **“Add My First Connection”**

Enter your supporter’s email address and their relationship to you and then click **“Continue”**



The screenshot shows the 'FAMILY PORTAL' interface for the University of West Georgia (UWG). The main heading is 'Who do you want to connect with?' with a sub-instruction: 'Enter their email address and relationship to you.' There are two input fields: 'Connection's email address' containing 'example@email.edu' and 'What is their relationship to you?' with a dropdown menu showing 'Select relationship'. A red arrow points to the 'Continue' button. On the right, there are sections for 'Resources' (University of West Georgia, UWG Parents & Families, Division of Student Affairs and Enrollment Management, About UWG) and 'Support' (Need help? Feel free to contact us by phone or email using the information below.).

Select the permissions you want to share. You can **“Select all”** or choose to only share some types of information before selecting **“Grant Access”** at the bottom

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

Records available to share

These are records you can grant access to.

Select all

Academic Information

Academic Information

(Registration, Student ID Number, Academic Progress, Class Schedules)



Academic Information (Grades/GPA Only)



Financial Information

Financial Aid/Loan Information

(Awards, Application Data, Disbursements, Eligibility, Academic Progress Status, Billing/Repayment History [including credit reporting history], Balances, and Collection Activity.)



Account Holds

(Registration, Athletics, Admission, Advising, Financial Aid, Health Services, etc.)



Student Account Information

(Billing Statements, Charges, Refunds, Payments, Past Due Amounts, Collection Activity.)



Additional Information

Disciplinary Records


(Conduct records related to Student Code of Conduct and the Academic Integrity Policy.)




Grant Access

Cancel

You're all set! Your supporter will receive an email about the connection and confirm it on their end. You can review and update connection details at any time (add or remove all or specific permissions, or cancel the connection altogether). You can also connect with multiple supporters by clicking on the blue "Add Connection" button.



FAMILY PORTAL



You're all set!


You have successfully added [redacted] as a connection. Once they confirm the connection, they will be able to view the records you granted.

[Review connection details](#)

Connections

[Add Connection](#)


Awaiting Confirmation



[redacted]

Other - Invited about 2 hours ago ▶

Once your supporter confirms the connection, you'll see them listed in your Active Connections. Remember, you can review an update connection details at any time (add or remove specific permissions, or cancel the connection altogether). You can also **connect** with multiple supporters by clicking on the blue "Add Connection" button.




FAMILY PORTAL

Connections

[Add Connection](#)


Active Connections



[redacted]

Other - Accepted about 1 hour ago ▶

The following images are what the Supporter receives after you (the Student) sends the request to add them as a connection:



FAMILY PORTAL

Confirm [REDACTED] request to connect in The UWG Family Portal

Dear [REDACTED]


[REDACTED] granted you access to their educational records in The UWG Family Portal in accordance with [The Family Educational Rights and Privacy Act \("FERPA"\)](#).

Click on the link below to stay up-to-date on your student's information. Doing so will allow you to be notified any time their information changes and better support their academic journey!

Click here to connect with your student

UWG Parent and Family Programs

Powered by:



Copyright © 2024 CampusESP. All rights reserved.
30 South 15th Street, 14th Floor
Philadelphia PA 19102
[Email Subscription Settings](#)
Ref: Nzg3MzM2



I'd like to...

- [Edit My Profile](#)
- [Change My Password](#)
- [Notifications](#)
- [View Student Connections](#)**
- [View My Events](#)
- [View Favorite Posts](#)
- [Discover Communities](#)
- [Go back to news feed](#)
- [Log Out](#)

Connection information

Make sure the following information is filled out correctly before connecting with your student.

Student's email address

What is your relationship to them?

Information access

Review the records your student has shared below. You can also make additional changes here like requesting access to more records.

FERPA gives parents access to their child's education records, an opportunity to seek to have the records amended, and some control over the disclosure of information from the records. With several exceptions, schools must have a student's consent prior to the disclosure of education records after that student is 18 years old. [Understanding FERPA](#)

Records approved

These are the records your student has granted you access to.

Select all

- Academic Information**
 - Academic Information** (Registration, Student ID Number, Academic Progress, Class Schedules)
 - Academic Information (Grades/GPA Only)**
- Financial Information**
 - Financial Aid/Loan Information** (Awards, Application Data, Disbursements, Eligibility, Academic Progress Status, Billing/Repayment History [including credit reporting history], Balances, and Collection Activity.)
 - Account Holds** (Registration, Athletics, Admission, Advising, Financial Aid, Health Services, etc.)
 - Student Account Information** (Billing Statements, Charges, Refunds, Payments, Past Due Amounts, Collection Activity.)
- Additional Information**
 - Disciplinary Records** (Conduct records related to Student Code of Conduct and the Academic Integrity Policy.)

[Connect to your Student](#)

[Cancel](#)

The screenshot displays the 'FAMILY PORTAL' interface for UWG. At the top left is the 'GO WEST UWG' logo. To its right, the text 'FAMILY PORTAL' is visible. On the top right, there are icons for a calendar, a graduation cap, a bell (notifications), and a user profile. A left-hand navigation menu titled 'I'd like to...' includes options: 'Edit My Profile', 'Change My Password', 'Notifications', 'View Student Connections >', 'View My Events', 'View Favorite Posts', 'Discover Communities', and 'Go back to news feed'. The main content area features a notification box with a thumbs-up icon stating: 'You are now connected to [redacted]'. Below this, it says: 'Your student's information will be available tomorrow once the data updates. In the meantime, you can review your connection or explore the portal.' and includes a link 'Review connection details'. Below the notification is a 'Connections' section with an 'Add Connection' button. Under 'Active Connections', there is one entry: a profile icon with a green checkmark, a redacted name, and the text 'Other - Accepted less than a minute ago' with a right-pointing arrow.

FAQs for Students: FERPA Waivers and Access

- [How do I update access/grant more records than I granted initially?](#)
- [How do I revoke/remove someone's access to my records?](#)
- [Making a New Connection: How do I grant access to someone?](#)
- [How do I approve access that has been requested?](#)