

RELEASE OF INFORMATION

Students have the option to provide parents, spouse, employers or third-party payers the ability to view their student information online. This may include: financial records, including financial aid awards; student academic records, including grades; student housing information if the student resides on campus.

HOW TO PROVIDE PERMISSION

1. Log into your STInet account
2. Click on the “Student” tab
3. Click on “Academic Information” on the left-hand side of your screen, and then “Release of Information Permissions”
4. Provide name and relationship of the person receiving permissions (must provide an email address for this person)
5. Choose the information this person may view
6. If granting permission for more than one person, you will need to submit a separate form for each person

AFTER SUBMITTING

Once the form is received and processed, the person the student has given permission to will receive an email with a username, a password, and a link with instructions for accessing the student’s record.

Students can revoke the right to view information at any time by completing a “Revoke Release of Information Permissions” form, located on STInet. Find it by clicking on the “Student” tab, “Academic Information”, then “Release of Information Permissions.”

NOTE: ALL STUDENT HOLDS WILL BE VIEWABLE.