

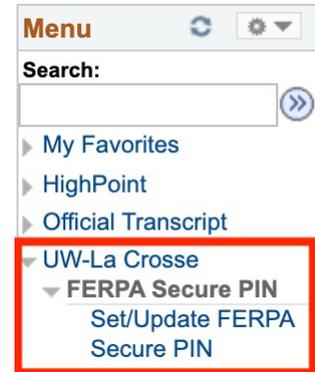
# FERPA SECURE PIN SETUP - STUDENT

For more information about how to set up FERPA Secure PINs within your WINGS Student Center, visit <https://www.uwlax.edu/records/ferpa>.



## Student Personal Identification Number (PIN)

1. Log into your WINGS Student Center.
2. Navigate to the **Menu** by going to **UW-La Crosse > FERPA Secure PIN > Set/Update FERPA Secure PIN**.
3. Review the information about FERPA on the page and then check the box stating "I Accept These Terms," to set up your FERPA Secure PIN."



### UWL FERPA Secure PIN Set

#### Student Personal Identification Number (PIN)

##### Student Identity Verification

Your student records are confidential and protected under the [Family Educational Rights and Privacy Act \(FERPA\)](#). To comply with FERPA, students must verify their identity when contacting UWL offices and discussing personal and confidential information. Students visiting UWL offices may be required to provide a photo ID. Students contacting UWL offices remotely, such as through a phone call, will need to provide their student ID number and a six-digit FERPA SECURE STUDENT PIN number which is available in their WINGS account.

##### Terms and Conditions of the FERPA SECURE STUDENT PIN:

I understand and agree that by providing my FERPA SECURE STUDENT PIN and student ID number to staff at UWL, I am verifying that I am the student assigned this FERPA SECURE STUDENT PIN and student ID number. Anytime I wish to change my FERPA SECURE STUDENT PIN, I can do so by logging into my WINGS account and manually changing my FERPA SECURE STUDENT PIN.

I Accept These Terms

4. Your name and student ID number should appear. Select **Set PIN** to generate a **six-digit number PIN**, scroll down and select **Save**.

**\*Note:** You can always change your PIN by selecting **Set PIN** again and then **Save**.

I Accept These Terms

Name:

Campus ID:

PIN:

# FERPA SECURE PIN SETUP - GUEST

For more information about how to set up FERPA Secure PINs within your WINGS Student Center, visit <https://www.uwlax.edu/records/ferpa>.



1. Log into your WINGS Student Center.
2. To grant guest access to your finances and/or academic records, you can set up a guest FERPA Secure PIN for up to **three** guests. To proceed, review the FERPA information and then check **“I Accept These Terms.”**
3. You will see **three boxes** appear for up to **three guests** to have guest FERPA Secure PINs. In each box, you can enter the guest’s **Name**. Then select **Set PIN** to generate a **six-digit number** associated to that specific guest. Check the boxes labeled as **Finances** and/or **Academic Records** depending on the access you would like to offer. Scroll down and select **Save**.

- **Provide Guest PIN number to the named guest(s).**
- **Need more assistance with setting up your FERPA PINs?** Please contact the **Eagle Help Desk** at [helpdesk@uwlax.edu](mailto:helpdesk@uwlax.edu).

I Accept These Terms

To add or modify a third-party designee:

- Enter a third-party designee’s first and last name.
- Create a FERPA SECURE PIN for the third-party designee and share it only with that person. To generate a new PIN and erase the old number, click on the Set PIN button.
- Modify a third-party designee’s access by marking or unmarking the checkboxes below.
- Assign up to three FERPA SECURE PIN numbers to your third-party designees.
- Click the SAVE button to save your entries and/or changes.

Before your student information may be released, your third-party designee *will be required to* identify themselves, provide your (student) name, and provide their FERPA SECURE PIN to confirm that they are your authorized designee. Do not share this information with anyone other than your authorized designee.

If you are not a currently enrolled student, access granted to your third-party designee may no longer be valid.

Name: <input type="text"/>	Name: <input type="text"/>	Name: <input type="text"/>
PIN: <input type="text"/> <input type="button" value="Set PIN"/>	PIN: <input type="text"/> <input type="button" value="Set PIN"/>	PIN: <input type="text"/> <input type="button" value="Set PIN"/>
<input checked="" type="checkbox"/> *Finances <input checked="" type="checkbox"/> *Academic Records	<input type="checkbox"/> *Finances <input type="checkbox"/> *Academic Records	<input type="checkbox"/> *Finances <input type="checkbox"/> *Academic Records

• Finances. May discuss account charges and payments, financial aid disbursements, and enrollment status as it relates to your financial obligations to UWL.

• Academic Records with the exception of current schedule of classes and all course grades. May discuss application status, placement information, transcript status, test score status, enrollment, progress toward degree, academic standing, etc.

**Guest Personal Identification Number (PIN)**

**Granting Guest Access to Student Records**

Your student records are confidential and protected under the [Family Educational Rights and Privacy Act \(FERPA\)](#). UWL staff cannot release your student records and financial account information to your parent, guardian, sponsor, or third-party designee without your prior formal consent. However, you may set a FERPA SECURE PIN to allow UWL staff to release your personal information to a third-party designee, i.e., anyone who has your name and one of your FERPA SECURE PIN numbers. Please note that campus offices are not required to release your personal information to a person providing your FERPA SECURE PIN, but they may do so. This FERPA SECURE PIN system protects your student records and complies with [FERPA](#).

The FERPA SECURE PIN does not grant access to:

- Course grades
- Current schedule of classes
- The holder to sign documents or forms on behalf of the student

You may remove names from the PIN numbers below to remove access at any time. You may also generate new PINs to remove or change access to your third-party designees at any time while you are a UWL student. Please be careful with whom you share this information as you are choosing to release confidential information about your personal records.

**Terms and Conditions of the FERPA SECURE PIN:**

I understand and agree that when my FERPA SECURE PIN and name are provided to staff at UWL, it indicates the following:

- That I have granted permission for staff at UWL to share one or more of the following information with the holder of this FERPA SECURE PIN:
  - Information about my tuition, fees and financial aid
  - Information found in my academic record, with the exception of current schedule of classes and all course grades.
- That this action will not permanently remove any FERPA block I may have for other purposes; however, it does indicate my desire for UWL staff to override the FERPA block and communicate with the holder of my FERPA SECURE PIN each time contact is made.
- That anytime I wish to rescind this permission, I can do so by logging into my WINGS account and manually change my FERPA SECURE PIN.
- That after changing my FERPA SECURE PIN, I must provide my new FERPA SECURE PIN to anyone with whom I wish to grant access to the information described above.

I Accept These Terms