

Create FERPA Secure PIN For Personal Use

Student records are confidential and protected under the [Family Educational Rights and Privacy Act \(FERPA\)](#). Students contacting UWL offices remotely, such as through a phone call, **must provide their student ID number and another piece of identifiable information to verify their identity.**

UWL encourages students to create a FERPA Secure PIN to help protect their student records from being released to the wrong person.

1. Log into your WINGS account
2. Navigate to the correct page by using the left-hand menu. Select **UW-La Crosse**, then **FERPA Secure PIN**, and then **Set/Update FERPA Secure PIN**



3. Read the **Terms and Conditions** statement for the FERPA Secure Student PIN. Check the **"I Accept These Terms"** if you agree to that statement. If you do not agree, stop here and do not create a PIN.
4. Your name and student ID number should appear in a section below. Select **Set PIN**. A 6-digit number will be generated and appear next to the button.

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.

Accept These Terms

Name:	Eagle,Stryker
Campus ID:	989169962
PIN:	<input type="button" value="Set PIN"/>

5. Scroll down to the bottom of the page and click 
6. If you feel like the number is no longer secure (e.g. someone else may be using the number), you can generate a new PIN by coming back to this page and selected **Set PIN** again and clicking Save. The old PIN will no longer be accepted by UWL offices.

Use the PIN you created to verify your own identity when you call or email an UWL office. Along with your campus ID and your name, this will help identify you to the staff member and allow them to release information to you. If you do not create a PIN for yourself, when you contact those offices, they will instead ask 1) for your campus ID and name; and 2) one or more pieces of personally identifiable information such as a birthdate or other information from your record that will help identify you. If you come in person, they will ask to see a photo ID instead.

This FERPA Secure PIN can be changed at any time. Students should NOT share their personal FERPA Secure PIN with anyone. This is used to authenticate the student's own identity only. To create a PIN for another person to use, see the directions on **FERPA Secure PIN for Third Party Use**, farther down.

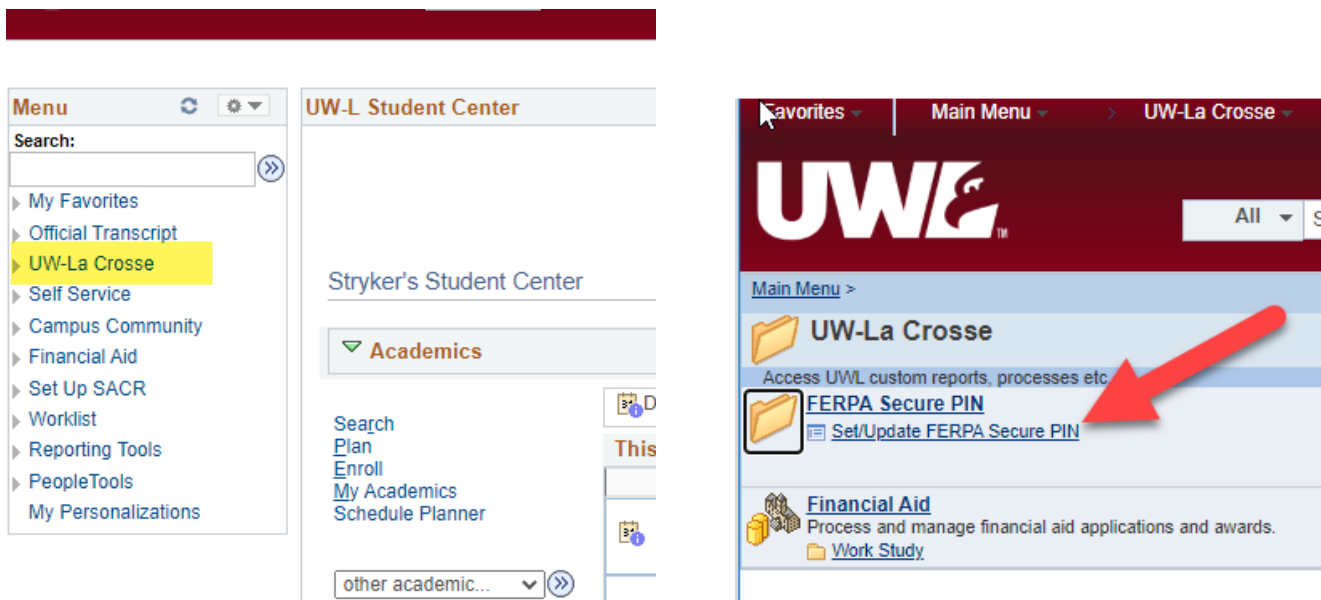
After the student has graduated or left UWL, the FERPA Secure PIN is no longer available, and student must verify their identity using their campus ID and other pieces of information.

Create FERPA Secure PIN For Third Party Use

UWL staff cannot release student records and financial account information to a parent, guardian, sponsor, or third-party designee without the student's prior formal consent.

Current students may create a FERPA Secure PIN as permission to UWL staff to release the details of the educational record, with some exceptions, to a specified third party such as parents or guardian.

1. Login to your WINGS account.
2. Navigate to the correct page by using the left-hand menu. Select **UW-La Crosse**, then **FERPA Secure PIN**, and then **Set/Update FERPA Secure PIN**.



3. Scroll to the section titled "**Guest Personal Identification Number (PIN).**"
4. Read the **Terms and Conditions** statement for the FERPA Secure Student PIN in that section. Check the "**I Accept These Terms**" if you agree to that statement. If you do not agree, stop here and do not create a PIN.

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

5. Three boxes will appear to allow PINs to be created for three individual people. Enter your guest's name in the box next to Name.

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

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

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

6. Select **Set PIN**. A 6-digit number will be generated and appear next to the button.
7. Checkmark the boxes labeled **Finances** and/or **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.

IMPORTANT: By checking these boxes, you are deciding whether one or both of these areas may be discussed with your parent or third party designee. Please exercise caution with whom you share confidential information about your personal 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.

The FERPA Secure PIN does not grant access to:

- Course grades and current schedule of classes
- The holder party to sign documents or make decisions/changes on a student behalf

Please note that campus offices are not required to release the student's personal information to a person providing the FERPA Secure PIN, but they may do so. This FERPA Secure PIN system protects the student's records and complies with the federal privacy law governing student records, FERPA.

8. Scroll down to the bottom of the page and click  .
9. If you feel like the number is no longer secure (e.g. someone else may be using the number), decide to end a guest's access, or if you have another reason, you may change the FERPA Secure PIN any time while still a current student. Generate a new PIN by coming back to the **Set/Update FERPA Secure PIN**, selecting **Set PIN** again next to the name that you would like to update, and click Save. The old PIN will no longer be accepted by UWL offices. To deny access, you may also remove the person's name. Always remember to click **Save**.
10. **Contact your guest and give them the FERPA Secure PIN you generated for them.** They must have that PIN when they contact campus offices for your personal academic or financial information.

Additional things to remember:

- **Directory Information:** If the student gives a FERPA Secure PIN to a parent or other third party, that permission overrides any directory information restrictions already out there. Directory information is that information that is designated as public by the university, and it can be released by the institution for any purpose, at its discretion. Directions on how to restrict director information is separate. However, please remember that UWL offices are not required to release this information to the person providing the FERPA Secure PIN, but may do so.
- **Tuition payments:** Students may provide parents or guests a way to pay tuition through CashNet without access to WINGS. Information on how to create guest access to CashNet can be found on the Cashier's site about [Payment Options](#).
- **Former students:** Former students (graduated or have not attended for a full semester or more) do not have access to WINGS and therefore cannot use the FERPA Secure PIN as identify verification. Former students that call a UWL office should be prepared to supply their student ID number and/or other personal information to prove their identity.