

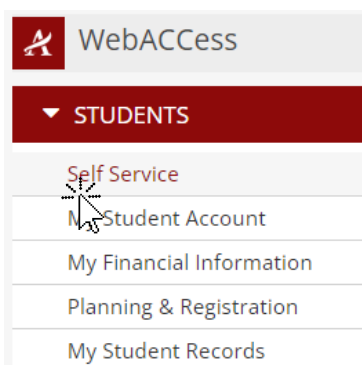
1 Login to The POD

Go to alvincollege.edu
Click on “The POD” located at the top of the ACC homepage.



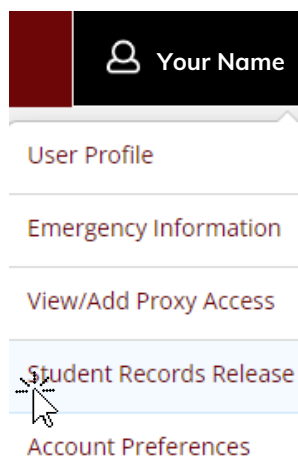
2 WebACCESS

Go to Students then select Self Service in the dropdown menu



3 Student Records Release

Select your name on the top right of the page, then click “Student Records Release”



4 FERPA Release Statement

Read the FERPA release statement and add the individual you would like to have access to your information by selecting Add Person/Relationship.

Alvin Community College is required to follow the guidelines set forth in the Family Educational Rights and Privacy Act (FERPA). This act mandates that we safeguard and maintain the privacy and confidentiality of all student records. If you have a person or organization to whom you want non-directory information released; you must complete this form. Please indicate the name and relationship of the individual below with a PIN number that you create for that individual. Please be sure that the individuals you authorize know their PIN number as they will be required to provide it when requesting information. If you have questions, please contact the registrar's office at 281.756.3504.

Add Person/Relationship

5 Four-Digit PIN Number

You will give this individual a four-digit PIN number, select the areas you want them to be able to access, and enter a start date. Then check the box for Disclosure Agreement and Submit to complete authorization.

First Name * Last Name * Relationship * PIN * Start Date * End Date

Name Name Parent 2024 1/12/2024 M/d/yyyy

Access *

☐ Allow Complete Access

☒ Allow Select Access

☐ Attendance

☒ Business Office

☐ Extracurricular

☒ Financial Aid

☒ Grades in Courses

☒ Interest Inventory Result

☒ Scores on Placement Test

☒ Instructor Communication

Disclosure Agreement

☒ I authorize the institution to disclose my information to this party

Cancel Submit

6 Updates or Changes

To update or change access you can do so by clicking the pencil icon to edit the relationship. (Change PIN, Enter End date, Select different accesses etc.)

Active Relationship

Name	Information Access	Relationship	PIN	Start Date	End Date	
Jane Doe	Attendance Business Office Financial Aid Interest Inventory Result Instructor Communication	Parent	1982	1/12/2024		

Add Person/Relationship

Edit Access

Name Jane Doe Relationship Parent Start Date 1/12/2024

PIN * End Date

1982 M/d/yyyy

Access *

☐ Allow Complete Access

☒ Allow Select Access

- ☒ Attendance
- ☒ Business Office
- ☐ Extracurricular
- ☒ Financial Aid
- ☒ Grades in Courses
- ☒ Interest Inventory Result
- ☐ Scores on Placement Test
- ☒ Instructor Communication

Cancel

Save

Please note that the designated person will have to present the PIN when asking for non-directory information.