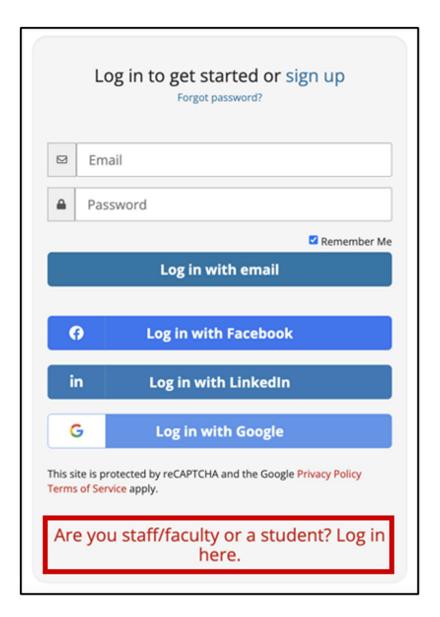
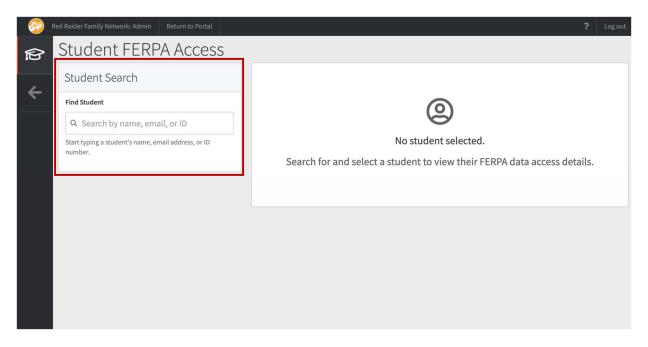
How to Verify Student Consent to Release Information

As Texas Tech faculty or staff, you can log in to the <u>Red Raider Family Network</u> using your Texas Tech Single Sign-On (SSO).

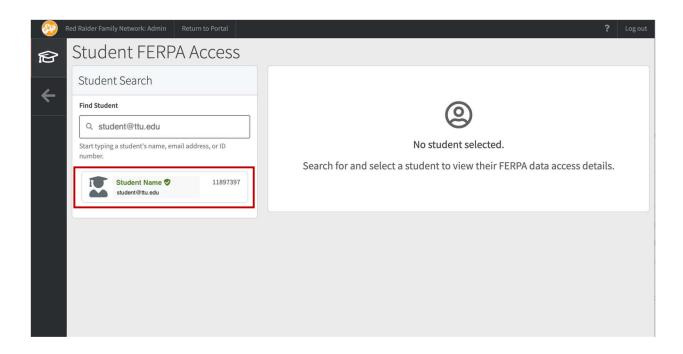


In the *Find Student* field, enter one of the following to search:

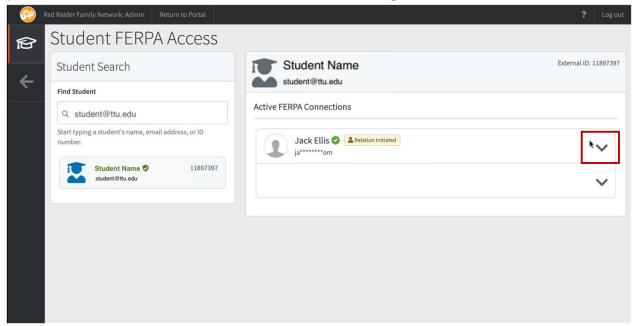
- Student R Number (preferred)
- Student Email
- Student First Name
- Student Last Name



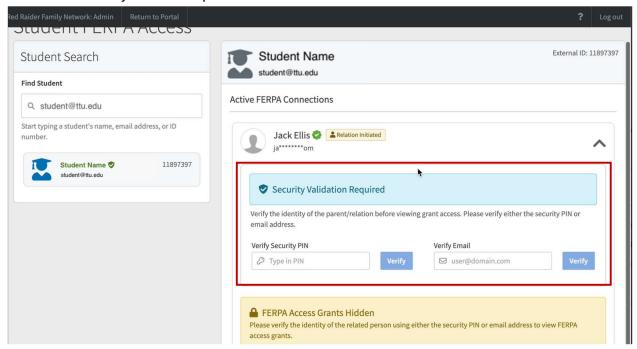
The student's name and Texas Tech email address will be displayed. Click on the student to view their active FERPA connections.



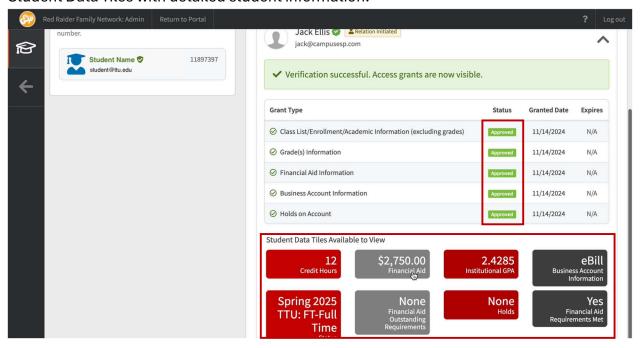
Click the dropdown arrow to validate authorization using either the security PIN or the parent/individual's email address to view FERPA access grants.



Enter the security PIN or the parent/individual's email address.



If the parent or individual on the phone provides you with a correct PIN, green "approved" boxes will appear next to the information granted. Additionally, you can view and click on Student Data Tiles with detailed student information.



If the parent or individual provides an incorrect PIN, a red incorrect box with information will appear. You may send parents a link to reset their PIN.

