

## Self-Service – Student Users

Students can control their Records release access via two pathways: by clicking their username or via the User Options sidebar.

This screenshot shows the top portion of the North Park University Self-Service portal. The header includes the university logo and name, the user's name 'aafleming', and links for 'Sign out' and 'Help'. Below the header, a welcome message reads 'Hello, Welcome to Colleague Self-Service! Choose a category to get started.' The main content area is a grid of service tiles, including 'Student Finance', 'Financial Aid', 'Tax Information', 'Non-Payroll Banking Information', 'Employee', 'Student Planning', 'Course Section Search', 'Grades', 'Nonacademic Attendance', 'Advising', and 'Faculty'. A user menu dropdown is open, showing options: 'User Profile', 'Emergency Information', 'View/Add Proxy Access', 'Student Records Release' (highlighted with a red arrow), and 'Account Preferences'.

This screenshot shows the same North Park University Self-Service portal, but with the 'User Options' sidebar expanded on the left. The sidebar contains the following items: 'User Profile', 'Emergency Information', 'View/Add Proxy Access', 'Student Records Release' (highlighted with a red box and a red arrow), and 'Required Documents'. The main content area remains the same grid of service tiles as in the previous screenshot. A red arrow also points to the 'Employee' tile in the main content area.

If a student doesn't want any of their directory information released, they can click "Deny Access to All." Otherwise, they can click "Add Person/Relationship" to release information to select individuals.

User Options - Student Records Release

### Student Records Release Information

North Park University is prohibited from providing certain information from your student records to a third party, such as grades, billing, tuition and fees assessments, financial aid, and other student record information. The privacy of student records is protected by law. North Park must have submitted permission from you prior to releasing information from your educational record.

If you wish to grant access to a third party, such as a parent or guardian, please: 1. Indicate the name(s) and relationship(s) of the individual below. 2. Create a PIN number for this individual. Please be sure that the individuals you authorize know their PIN number as they will be required to provide it when requesting information. By granting access, you are giving North Park permission to release information mentioned by you. The consent submitted must specify what information to be released.

Deny access to All

### Active Relationship

No Active Relationship Available

[Add Person/Relationship](#)

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Student will need to list the person's full name, relationship, and create a PIN number for this individual. Students communicate the PIN to their listed relationship. Then, select their access levels, check the Disclosure Agreement, and then click Submit.

### Active Relationship

Financial Information Relationship Available

[Add Person/Relationship](#)

First Name \* Alicia Last Name \* Fleming Relationship \* Parent PIN \* 1111 Start Date 3/24/2026 End Date Mid/yyyy

Access \*

Allow Complete Access

Allow Select Access

Access to Accommodations

Access to Financial Aid

Access to Student Account

Access to Academic Record

Access to Student Conduct

Access to Housing Assign

Disclosure Agreement

I authorize the institution to disclose my information to this party

[Cancel](#) [Submit](#)

### Student Profile

#### Student Record Release

The privacy of student records is protected by law. Student educational record information cannot be shared without consent.

Relationship Name	Information Access	Relationship	PIN	Start Date	End Date
Alicia Fleming	<input checked="" type="checkbox"/> Access to Financial Aid <input checked="" type="checkbox"/> Access to Student Account <input type="checkbox"/> Access to Academic Record <input type="checkbox"/> Access to Student Conduct <input type="checkbox"/> Access to Housing Assign	Parent	1111	3/18/2026	

#### Academic Details

Academic Programs	Major	Minor
Seminary Visiting		

#### Advisor Details

Close