

## How to view FERPA allowed representatives in Jenzabar

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*\*\* All screenshots in this document are fake accounts. This document does not contain actual student data. \*\**

**Note:** All new FERPA authorizations in Jenzabar are valid for one calendar year. Students will need to submit a new consent request in the portal each year for each representative. Authorizations automatically expire in the system, and once expired, the representative will no longer appear in the list of authorized representatives on the student's account. Always check to make sure the representative's authorization is still active before discussing the student's account.

### J1 WEB FERPA PERMISSIONS

- 1) Look up your student in **J1 Web**.
  - a. If the student does not have a FERPA allowed representative on their account, the FERPA notation next to their name will be red.



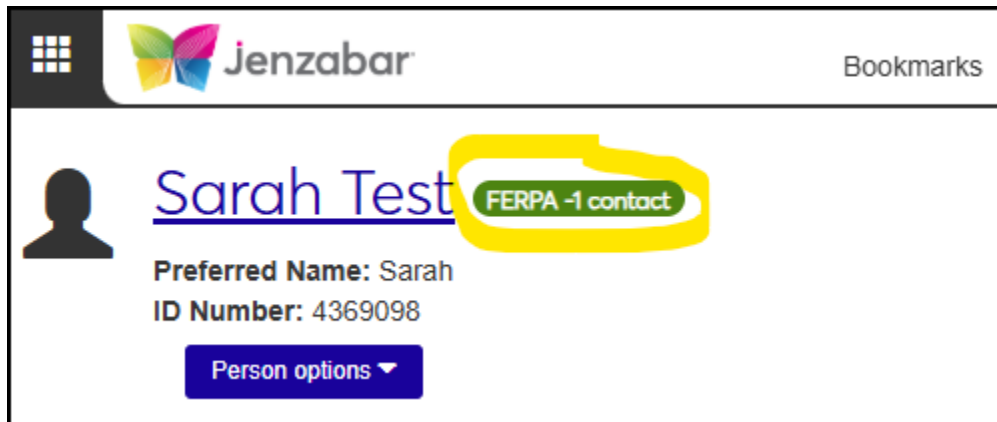
- b. If the student does have FERPA allowed representative(s) on their account, the FERPA notation next to their name will be in green and will say how many contacts the student has given permissions to.

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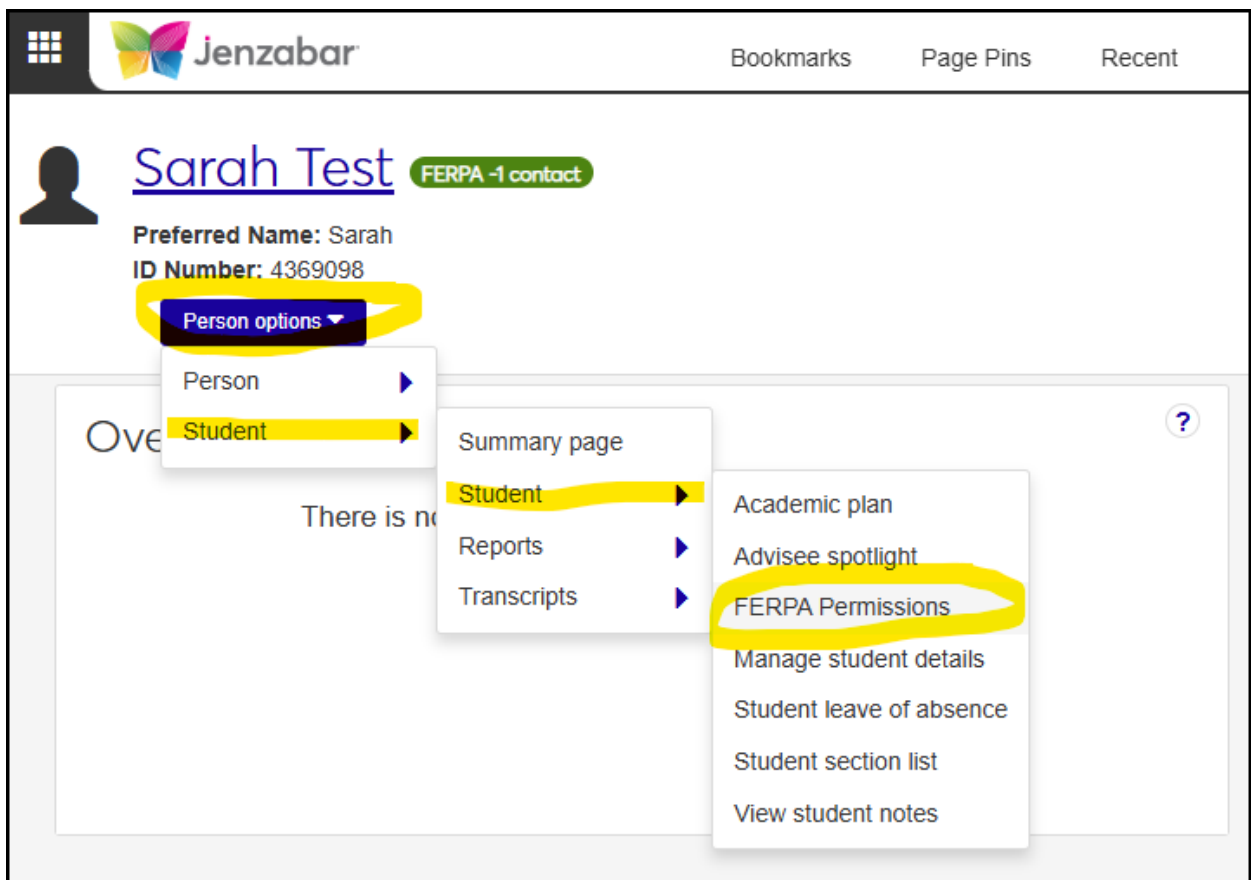
If you have any questions about FERPA, please email the Registrar's Office at [registrar@rogucecc.edu](mailto:registrar@rogucecc.edu).

**Always remember – When in doubt, don't give it out!**

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- 2) The first way to get to the **FERPA Permissions** on a student account is to rollover Person Options, rollover Student, rollover Student in the next menu, then click on FERPA Permissions.

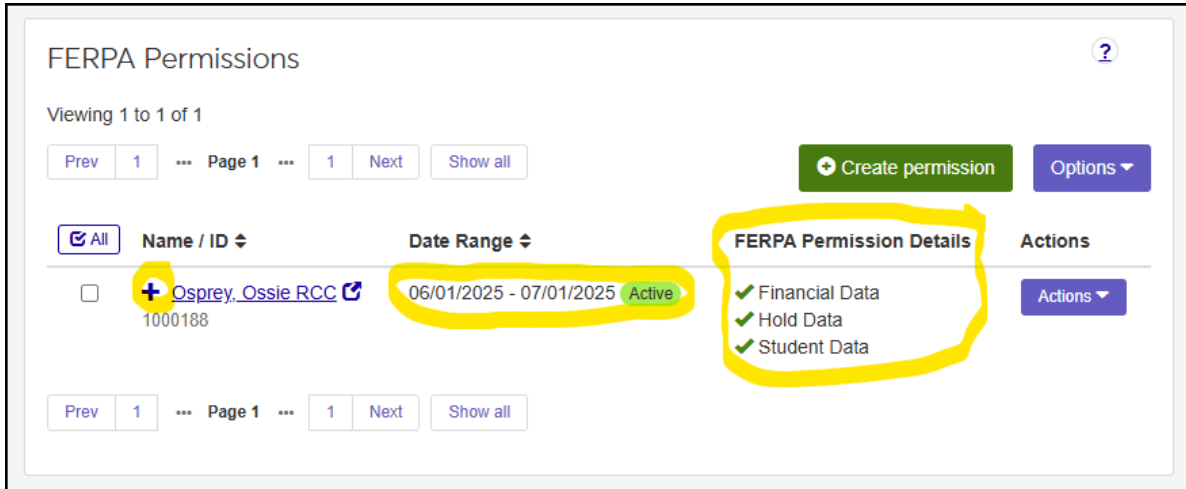


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## How to view FERPA allowed representatives in Jenzabar

- a. On the FERPA Permissions page, you'll see the allowed representative(s) for the student, the date range that the permissions are active, and which categories you may discuss about the student's account with the allowed representative.
- b. Click the + sign in front of the allowed representative's name.



The screenshot displays the 'FERPA Permissions' interface. At the top, it indicates 'Viewing 1 to 1 of 1' and includes navigation buttons for 'Prev', 'Page 1', 'Next', and 'Show all'. A green 'Create permission' button and a purple 'Options' dropdown are also visible. The main table has the following structure:

<input type="checkbox"/>	Name / ID	Date Range	FERPA Permission Details	Actions
<input type="checkbox"/>	+ Osprey, Ossie RCC 1000188	06/01/2025 - 07/01/2025 Active	<input checked="" type="checkbox"/> Financial Data <input checked="" type="checkbox"/> Hold Data <input checked="" type="checkbox"/> Student Data	Actions

At the bottom, there are additional navigation buttons: 'Prev', 'Page 1', 'Next', and 'Show all'.

- i. If a category is not checked, you may not discuss any student information that would fall under that category with the allowed representative.
- c. Next, click on Show Details to show the note with the shared secret password.

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FERPA Permissions ?

Viewing 1 to 1 of 1

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...

<input type="button" value="All"/>	Name / ID ↕	Date Range ↕	FERPA Permission Details	Actions
<input type="checkbox"/>	<a href="#">Osprey, Ossie RCC</a> 1000188	06/01/2025 - 07/01/2025 <span style="background-color: #90EE90; border-radius: 5px; padding: 2px;">Active</span>	<input checked="" type="checkbox"/> Financial Data <input checked="" type="checkbox"/> Hold Data <input checked="" type="checkbox"/> Student Data	<input type="button" value="Actions"/>
<b>Relationship</b> Child				
<b>Passcode for Phone Inquiries</b>				
<b>Note</b>		<input type="button" value="Show Details"/>		

FERPA Permissions ?

Viewing 1 to 1 of 1

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<input type="button" value="All"/>	Name / ID ↕	Date Range ↕	FERPA Permission Details	Actions
<input type="checkbox"/>	<a href="#">Osprey, Ossie RCC</a> 1000188	06/01/2025 - 07/01/2025 <span style="background-color: #90EE90; border-radius: 5px; padding: 2px;">Active</span>	<input checked="" type="checkbox"/> Financial Data <input checked="" type="checkbox"/> Hold Data <input checked="" type="checkbox"/> Student Data	<input type="button" value="Actions"/>
<b>Relationship</b> Child				
<b>Passcode for Phone Inquiries</b>				
<b>Note</b>		<input type="button" value="Cookies (My favorite snack)"/>		
		<input type="button" value="Hide Details"/>		

- d. Make sure that the allowed representative gives you the shared secret password before discussing FERPA protected information about the student. If the allowed representative cannot remember the password, you can give them the hint provided by the student.

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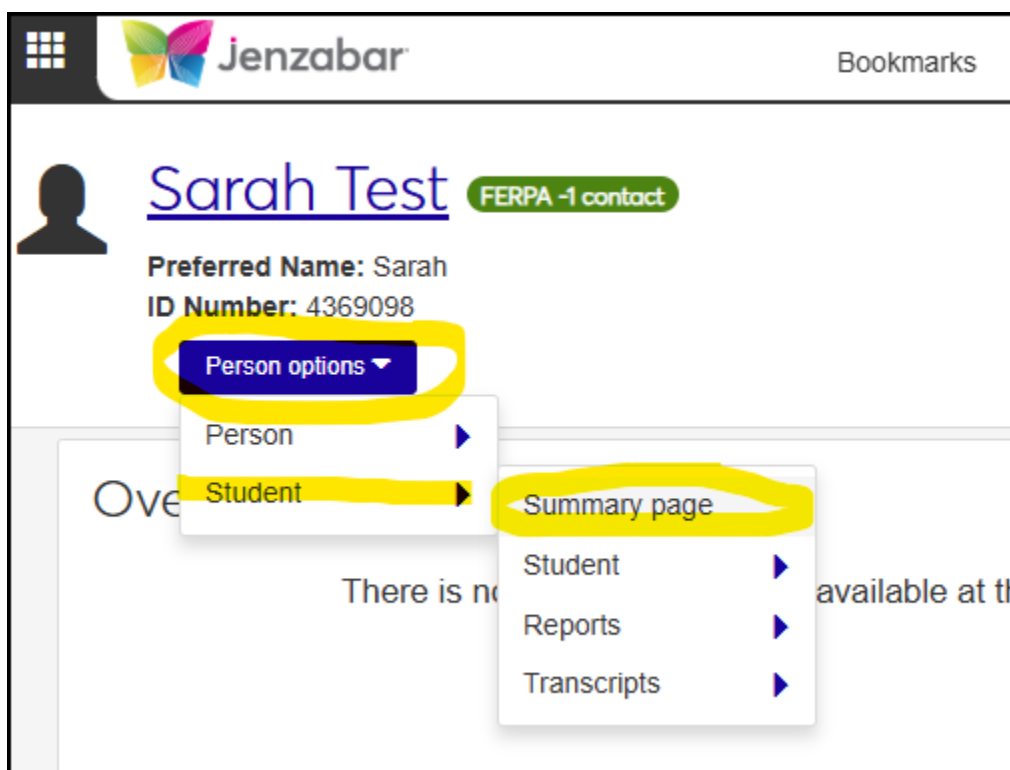
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## How to view FERPA allowed representatives in Jenzabar

- e. **Reminder: Granting FERPA consent does not authorize the student's representative(s) to complete college business on behalf of the student.** Students must complete their own forms, registration, homework, etc., with the exception of payments to a student's financial account. For more information about payments, please contact the Business Office.

3) You can also access the FERPA information on the **Student Summary** page in **J1 Web**.

- a. Rollover Person Options, then rollover Student, then click on Summary Page.



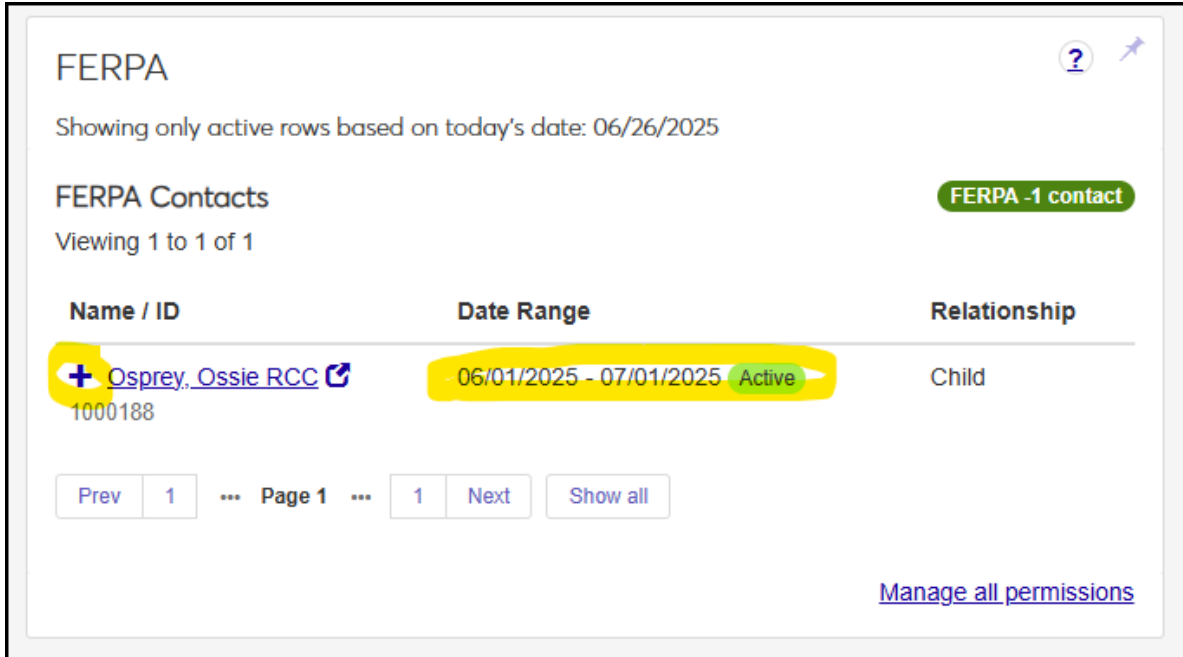
- b. Scroll down on the Summary Page until you find the FERPA Permissions section on the page.
- c. You will see the allowed representative(s) for the student as well as the dates that the permissions are active for each representative.

If you have any questions about FERPA, please email the Registrar's Office at [registrar@rogucecc.edu](mailto:registrar@rogucecc.edu).

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- d. Click the + sign in front of the allowed representative's name.



FERPA

Showing only active rows based on today's date: 06/26/2025

FERPA Contacts FERPA -1 contact

Viewing 1 to 1 of 1

Name / ID	Date Range	Relationship
<a href="#">+ Osprey, Ossie RCC</a> 1000188	06/01/2025 - 07/01/2025 Active	Child

[Prev](#) | [1](#) | ... | [Page 1](#) | ... | [1](#) | [Next](#) | [Show all](#)

[Manage all permissions](#)

- e. You will then be able to see which categories you may discuss about the student's account with the allowed representative.

If you have any questions about FERPA, please email the Registrar's Office at [registrar@rogucecc.edu](mailto:registrar@rogucecc.edu).

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## How to view FERPA allowed representatives in Jenzabar

**FERPA** ? ↗

Showing only active rows based on today's date: 06/26/2025

**FERPA Contacts** FERPA -1 contact

Viewing 1 to 1 of 1

Name / ID	Date Range	Relationship
- <a href="#">Osprey, Ossie RCC</a> 1000188	06/01/2025 - 07/01/2025 <span style="background-color: #4CAF50; color: white; padding: 2px 5px; border-radius: 3px;">Active</span>	Child

**FERPA** ✓ Financial Data

**Permission** ✓ Hold Data

**Details** ✓ Student Data

**Passcode for Phone Inquiries**

**Note** Show Details ▾

- i. If a category is not checked, you may not discuss any student information that would fall under that category with the allowed representative.
- f. Next, click on Show Details to show the note with the shared secret password.

If you have any questions about FERPA, please email the Registrar's Office at [registrar@rogucecc.edu](mailto:registrar@rogucecc.edu).

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## How to view FERPA allowed representatives in Jenzabar

**FERPA** ? ↗

Showing only active rows based on today's date: 06/26/2025

**FERPA Contacts** FERPA -1 contact

Viewing 1 to 1 of 1

Name / ID	Date Range	Relationship
- <a href="#">Osprey, Ossie RCC</a> 1000188	06/01/2025 - 07/01/2025 <span style="background-color: #4CAF50; color: white; padding: 2px 5px; border-radius: 5px;">Active</span>	Child

**FERPA Permission Details**

- ✓ Financial Data
- ✓ Hold Data
- ✓ Student Data

**Passcode for Phone Inquiries**

**Note** Cookies (My favorite snack)

Hide Details ^

- g. Make sure that the allowed representative gives you the shared secret password before discussing FERPA protected information about the student. If the allowed representative cannot remember the password, you can give them the hint provided by the student.
- h. **Reminder: Granting FERPA consent does not authorize the student's representative(s) to complete college business on behalf of the student.** Students must complete their own forms, registration, homework, etc., with the exception of payments to a student's financial account. For more information about payments, please contact the Business Office.

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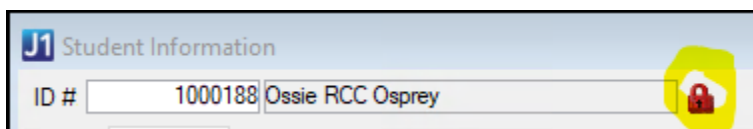
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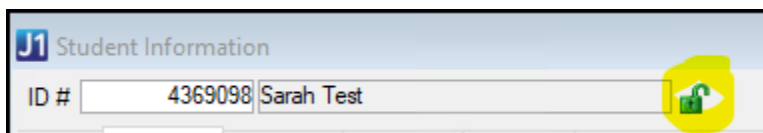
### J1 DESKTOP FERPA PERMISSIONS

**\*\* You can see the FERPA allowed representatives in J1 Desktop, though it is not recommended to view the allowed representatives on this platform since it does not display the dates that the access is granted. \*\***

- 1) Look up your student in Student Information in **J1 Desktop**.
- 2) If the student does not have a FERPA allowed representative on their account, the padlock icon next to their name will be red and will be in a locked position.

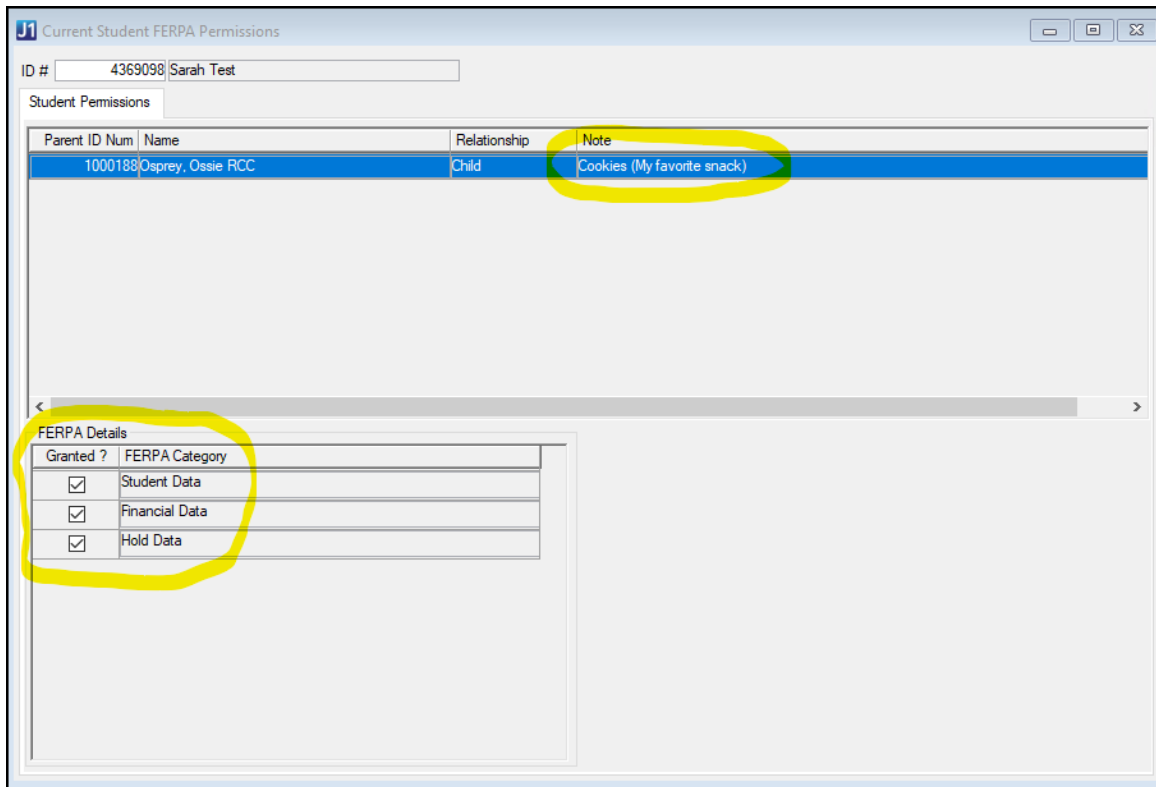


- 3) If the student does have FERPA allowed representative(s) on their account, the padlock icon next to their name will be green and will be in an unlocked position.



- 4) If you click on the green lock icon, J1 Desktop will load the FERPA Permissions window.

## How to view FERPA allowed representatives in Jenzabar



- a. You can see the name(s) of the allowed representative(s) and the shared secret password for each representative.
  - b. Make sure that the allowed representative gives you the shared secret password before discussing FERPA protected information about the student. If the allowed representative cannot remember the password, you can give them the hint provided by the student.
  - c. **Reminder: Granting FERPA consent does not authorize the student's representative(s) to complete college business on behalf of the student.** Students must complete their own forms, registration, homework, etc., with the exception of payments to a student's financial account. For more information about payments, please contact the Business Office.
- 5) Click the row to highlight the allowed representative line in order to see the FERPA details. It will show you the categories you are allowed to discuss with that particular allowed representative.
- a. If a category is not checked, you may not discuss any student information that would fall under that category with the allowed representative.

If you have any questions about FERPA, please email the Registrar's Office at [registrar@rogucecc.edu](mailto:registrar@rogucecc.edu).

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