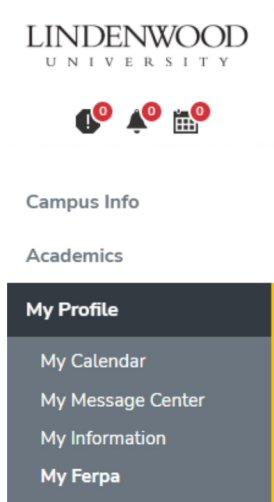


HOW TO ADD AN ACCOUNTABILITY CONTACT

Under the FERPA section of Student Portal, students have the ability to designate an Accountability Contact. This is not an Emergency Contact. Rather, the Accountability Contact is someone a student gives the university permission to contact should they prove unresponsive to outreach. Students should note that designating an Accountability Contact waives all other FERPA rights to that individual.

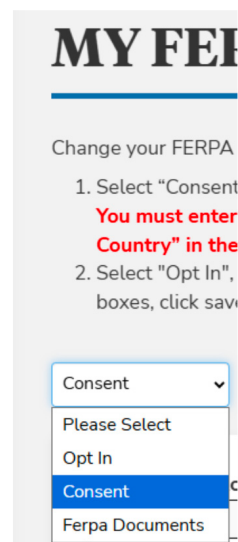
1

To set an Accountability Contact, log into Student Portal and select “My Profile” and “My FERPA”



2

On the next screen, choose “Consent”



3

Next, choose “Add Person” or click “edit” to add the permission to one of your existing contacts.

From Date	To Date	Reason	Active	Edit
3/2/2023	6/28/2024		☒	edit
3/1/2023	9/27/2024		☒	edit

ADD PERSON

4

Complete the form to provide your contact’s information. Be sure to choose “Accountability” from the list of options. Click “Save” to complete the process.

- ☐ ACCOMMODATIONS
- ☒ ACCOUNTABILITY
- ☐ Attendance
- ☐ FINANCIALS
- ☐ Grades
- ☐ Holds
- ☐ Schedule
- ☐ Status

CHECK ALL UNCHECK ALL

SAVE CANCEL

DISCOVER YOUR ROAR!

