The Parents Office

Kris Stewart and Betsey Dietrich

www.miamiOH.edu/parents

513.529.3436
FERPA and the Miami Family
ACCESS TO MIAMI STUDENT RECORDS
What’s different after Grade 12?

- FERPA is the Family Educational Rights and Privacy Act of 1974, sometimes referred to as the Buckley Amendment.
- K-12 parents or legal guardians may act on behalf of the child without question.
- Matriculation to college at ANY age gives students the right to:
  - Control disclosure of their “educational records” to others and
  - Inspect and review their “educational records.”
- At Miami, access may be granted by the student through the myMiami portal (http://www.miamiOH.edu/mymiami). Information about the following may be viewed:
  - Bursar (Billing due dates and details, payment online)
  - Housing (Room information, meal plan balance, MULaa and MUBucks accounts)
  - Registrar (Contact information, class schedule, and grade reports)
  - Student Financial Assistance and Scholarship (important dates and status)
Link from Miami University home page
Student log in for myMiami
Student successfully logged in!
Student tab and sharing access
Student adds people information
Personal Information added/necessary
Student adds personal information

```plaintext
<table>
<thead>
<tr>
<th>Family Member Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal Information</strong></td>
</tr>
<tr>
<td>First Name</td>
</tr>
<tr>
<td>Last Name</td>
</tr>
<tr>
<td>Street 1</td>
</tr>
<tr>
<td>Street 2</td>
</tr>
<tr>
<td>Street 3</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>Zip Code</td>
</tr>
<tr>
<td>Home Phone</td>
</tr>
<tr>
<td>Work Phone</td>
</tr>
<tr>
<td>Cell Phone</td>
</tr>
<tr>
<td>Email Address</td>
</tr>
<tr>
<td>This person is my</td>
</tr>
</tbody>
</table>
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Student chooses records to share for each account.

Records to share with this person

The Family Educational Rights and Privacy Act (FERPA) gives to students rights of privacy for educational records. By electing to share information by checking below, you hereby give consent for Miami University to release information in these administrative areas to the people who are named below. This release remains in effect unless revoked by you.

Personal Information (A listing of local address, local phone, and other personal information.)

Course Schedule (A listing of courses and meeting times for each term.)

Grades (The midterm and final grades for each course for each term.)

Bill Information (A detailed listing of your bill and online bill paying.)

Financial Aid (A listing of all financial aid requirements and awards for each term.)

Housing/Meal Plans (Information concerning your housing and meal plans)

* indicates required field

[Submit] [Cancel]
Confirmation of new person (account)

**Sharing access to your personal records**

Select the access for each person below.

**Current Access**

The Family Educational Rights and Privacy Act (FERPA) gives to students rights of privacy for educational records. By electing to share information by checking below, you hereby give consent for Miami University to release information in these administrative areas to the people who are named below. This release remains in effect unless revoked by you.

<table>
<thead>
<tr>
<th></th>
<th>Kristine Stewart</th>
<th>Robert Stewart</th>
<th>Kathy Sorenson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Information</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Course Schedule</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Grades</td>
<td>✔</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Bill Information</td>
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<tr>
<td>Financial Aid</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Housing/Meal Plans</td>
<td>✔</td>
<td></td>
<td>✔</td>
</tr>
</tbody>
</table>

**People To Add**

No known people to add

Name

There are no rows to display.

[Add additional people]
Person receives email message

-----Original Message-----
From: parentsoffice@muohio.edu
To: YOUR-EMAIL-ADDRESS
Sent: Wed, 14 Jan 2009 2:45 pm
Subject: MUnet New Account Password

Someone has requested an account in myMiami for you at Miami University.:

Your username is your email address (YOUR-EMAIL-ADDRESS).:

To set your password, follow these steps:

1. Click on the link below. If clicking on the link below does not work, copy and paste the link into the address bar of your web browser (Internet Explorer, Firefox, Safari, AOL, etc.).
   https://was.muohio.edu/perl/was/newpassword?token=04f9861034325b3abe52a36dd975199847dc733eb0895fc62529a65bcca0cf32

2. Click the Continue button to proceed.

3. Read the "Rules and Guidelines for MUnet Passwords" and then continue to the next step.

4. On the next page, you will enter your new password and re-enter it for verification.

5. The next page displays the results of your password change.

It is recommended that you follow the instructions to set your Secret Question. Once your password is set, you can connect to the myMiami system at:

http://mymiami.muohio.edu/

If you have questions or concerns about this access, please contact the Miami University Parent's Office at parentsoffice@muohio.edu or 513-529-3436.
Person uses email link to begin set up.
Person registers personal password.

New Password: 
Verify New Password: 
Password Strength: None

Password rules
1. Passwords must include at least 1 character from each of the following:
   - Lowercase characters (a-z)
   - Numeric digits (0-9)
2. Passwords must be 8 to 15 characters long.
3. Trivial values (i.e. first name, last name, UniqueID) are not allowed as passwords.
4. Passwords cannot be reused for 365 days.
5. Passwords must include only:
   - Uppercase characters (A-Z)
   - Lowercase characters (a-z)
   - Numeric digits (0-9)
   - Other characters
     (~!@#$%^&*()_-+=[]{}\"\'\';,"\`,/<>)
Person receives password confirmation.

Password Change Results

Your password change request has been processed. This password change affects multiple services. Please review the table below to determine which services are impacted.

Notice:

It may take several minutes for this change to be reflected in all affected services. If you have problems logging in to a service, please wait a few minutes and try again.

Windows users should log off and log back in to Windows to reconnect to file servers correctly after changing their password (Novell, pGina and Windows File Sharing).

Continue to Step 2:

The password change process is not yet complete!! Use the "Continue" button below to go to Step 2.
Person sets up secret question.

<table>
<thead>
<tr>
<th>Create/Change Your Secret Question and Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specify your secret question and answer. Selecting a good secret question and answer is important. The secret question and answer will allow you to change your password in the event you forget it.</td>
</tr>
</tbody>
</table>

- I do not want to create a secret question/answer and I understand that, if I forget my password, self-help will not be available. I will be required to appear in person with an ID to prove my identity or, in the event that I am away from campus, appear before a notary in order to prove my identity. This choice is NOT recommended.
- Mother’s city of birth
- Father’s city of birth
- Mother’s middle name or maiden name
- Father’s middle name
- Favorite place to visit
- First Car type or color
- Grade or high school attended
- Favorite grade school or high school teacher
- Best friend in grade school or high school
Person logs in from MU home page.
Log in “Help” link
Log in "Help" link

What is my UniqueID?
Every student, faculty and staff member has been issued a UniqueID. It consists of the first six letters of the last name, followed by the first and middle initial; some UniqueIDs end in a number, rather than a middle initial, because common last names and initials mean that some UniqueIDs are already in use. The UniqueID is not case sensitive.

For example, the UniqueID for John Q. Public would be "publicjq".
If you do not know your UniqueID, use the UniqueID self-service tool to discover it.

For further assistance, contact ITHelp at (513) 529-7900 or ithelp@muohio.edu.

What password do I use to log in?
The password used by most Miami web services is the MUnet password; this is the password that is used to sign in to myMiami, BannerWeb, or Nihka (all of these services use the same password).
By default, your password is the month and day of your birth and the last four digits of your social security number in the format mmddnnnn. Please include the leading zero for single digit months and days. For example, a birth date of March 1 with Social Security number 123-45-6789 would have a default password of "03016789". If your password is at the default value, you will be prompted to change it as soon as you log in.

If you have changed your password to another value, use that value in place of the default password.
If you have forgotten your password and have a secret question and answer on file, the MUnet Password Utilities will allow you to change your password to a new value.

Incoming first-year students with accounts, reset your password using a non-Miami email address.

Family Members with accounts, reset your password using a non-Miami email address.

If you need assistance, please contact ITHelp at (513) 529-7900 or ithelp@muohio.edu.
Begin Password Reset Process

User Validation

To begin the process of resetting your password, please enter the email address you have supplied to Miami University.

If you no longer have access to the email address on file or cannot remember it, contact the Parent's Office at 513-529-3436.

This service is only available to family members using an external email address.

E-Mail Address: 

[Submit]
Families tab information
Viewing student records
If you were not granted access by student:

Talk to your son/daughter about granting access to records;

- View records on computer with student
- Student creates an account for you in myMiami

If access is not granted and your son/daughter is a financial dependent:

- Fax first page of your IRS tax form to 513-529-8755
- Or, mail to:
  - Office of the Registrar
  - Miami University
  - 110 Campus Avenue Building
  - Oxford, OH 45056
What type of access will I have without my student’s official permission?

If you have mailed or faxed in the first page of your IRS tax form, you may call the office of the Bursar, Housing, Registrar, and Student Financial Assistance with questions.

Bursar 513-529-8700
Housing/Meal Plans 513-529-5000
Registrar 513-529-8703
Student Financial Assistance 513-529-8734

If your student grants you access to information through myMiami, the access will remain until the student removes or changes it.

If you obtain access with your IRS tax form, you must submit such form each time you file a new tax return. Your access will be by telephone only.
Release of other private records

Release of Medical Records
The student must sign a Release Form in the Student Health Center. It must be completed each time a student visits the Center.

Release of Disciplinary Records
The student must visit the Office of Ethics and Student Conflict Resolution (Room 9, Warfield Hall) to sign an Authorization for Release of Information form.

Alcohol or Drug Use Records
If a student under the age of 21 is found responsible for alcohol or drug use, the Office of Ethics and Student Conflict Resolution contacts parents or guardians by mail regarding the violation.

QUESTIONS: Please call the Parents Office at 513.529.3436 or email parents@miamiOH.edu.
How does my student get a copy of grades/enrollment verification for personal records or other purposes?

- Students may print, free of charge, proof of enrollment through the National Student Clearinghouse, Miami University’s authorized certifying agent. Students access the National Student Clearinghouse as follows:
  - Open any supported browser and go to [http://mymiami.miamiOH.edu](http://mymiami.miamiOH.edu).
  - Log into myMiami by entering your Miami UniqueID and MUnet password.
  - Under the Miami Web Page Index (Quick Links), click 'N'.
  - Under 'N' Web Page links on the right side of the screen click the National Student Clearinghouse.
  - Select 'Obtain an Enrollment Certificate'. Students have the option of selecting certification for the current term or for all terms of enrollment.
  - Upon completion of site use, log off the National Student Clearinghouse secure site and the myMiami page.

- Parents may also obtain proof of enrollment for their student through the National Student Clearinghouse for a nominal fee. Parents access the National Student Clearinghouse at: [www.studentclearinghouse.org](http://www.studentclearinghouse.org).
  - At the National Student Clearinghouse site select ‘Degree & Enrollment Verifiers’.
  - On the right side of the page select ‘Verify Enrollment’.
  - You will be prompted through the ordering process.

- myMiami for Families allows parents and others access to VIEW the grade report through their myMiami for Families account. ONLY STUDENTS have the option to print out a copy of their grades through BannerWeb. If you need an actual paper copy of the student Grade Report, please ask your student to print out a copy of his/her grades for you when he or she is at home, or ask him or her to mail you the paper copy.

If you have additional questions, please call the Office of the Registrar Service Center at 513.529.8703.