




UNIVERSITY OF SOUTH ALABAMA

FLAGSHIP OF THE GULF COAST.

FERPA for Students

Approving Requested Access

If you have a request outstanding in the South Alabama Family Connection, you'll receive an email that looks like this. You can click on the "Click here to approve this request" button if you would like to share information with the requestor.

**UNIVERSITY OF
SOUTH ALABAMA**

You have a new connection request!

April 14, 2025

Dear A [REDACTED],

A [REDACTED] is requesting your consent and permission to access your educational records. You may approve or decline this request, and you may revoke permissions at any time.

Click here to approve this request

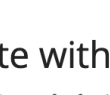
A [REDACTED] is requesting access to the following educational resources:

- **Class Schedule/Enrollment Information**
View student course schedule, credit hours, and other status information including degree, major and class year.
- **Grade(s) Information**
View student course grades.
- **Financial Aid Information**
View a list of student financial aid awards, the expected amount offered and whether the payment has been made.
- **Account Balance**
View the student account balance, and get notified about any outstanding charges.
- **Holds on Account**
Get notified when there's a new hold on the student account, along with a description of the hold type.

If you grant permission to A [REDACTED] to view the above records, they will be able to access this information in South Alabama Family Connection. You may update your permission levels at any time by visiting [your student page](#).

South Alabama Family Connection

You can also grant access by going to the [South Alabama Family Connection](#) and clicking on the link that says "Are you student or staff? Log in here."



UNIVERSITY OF
SOUTH ALABAMA

Stay up to date with South Alabama and your student

Access for families sponsored by University of South Alabama

Log in to get started or [sign up](#)

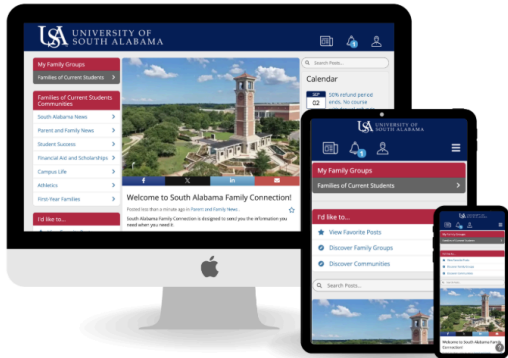
[Forgot password?](#)


Email


Password

☒ Remember Me

Log in with email

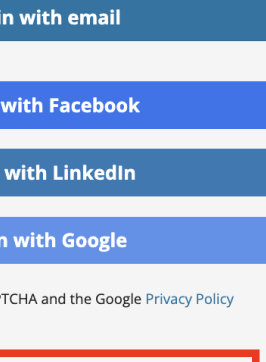

Log in with Facebook


Log in with LinkedIn







Log in with Google

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) [Terms of Service](#) apply.

Are you student or staff? [Log in here.](#)

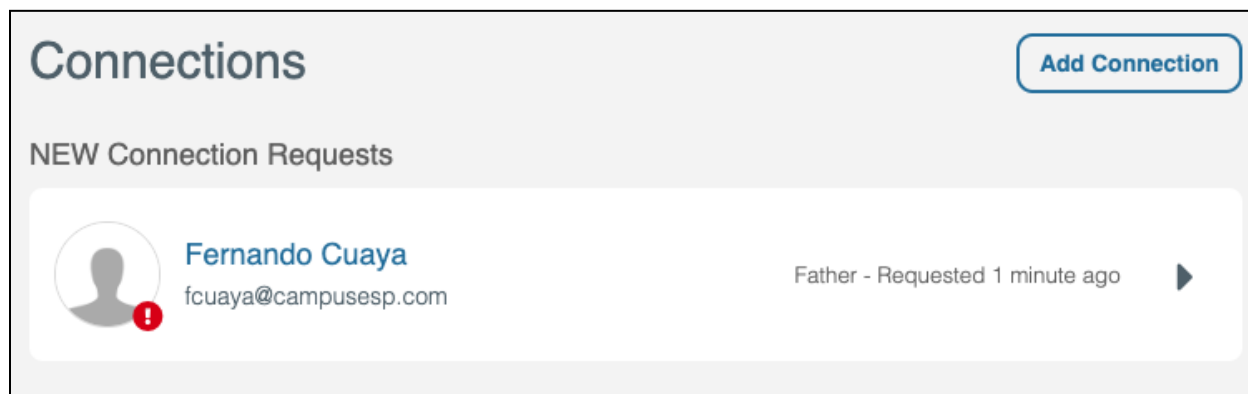


Your one-stop shop for:

-  Access to important campus news and deadlines
-  Ability to request access to your student's progress and financial details
-  Personalized newsletters on your schedule
-  Announcements via email and text message
-  Sharing of updates with friends and family

You will be directed to a sign-in page. Enter your University of South Alabama email address and password and click “Log In.”

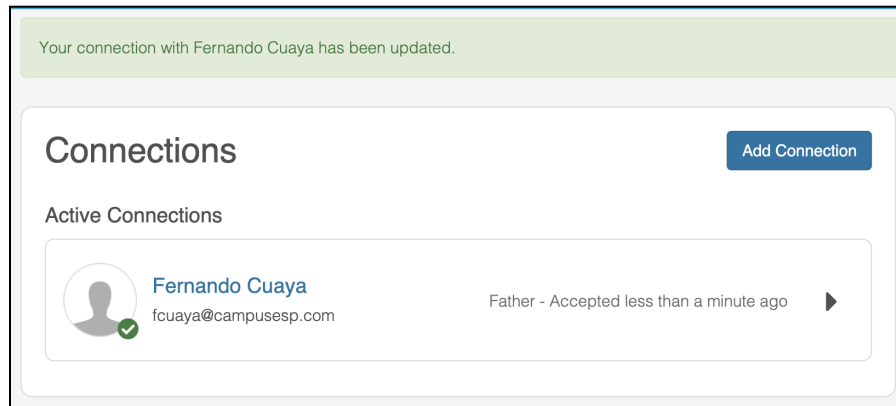
Click the connection request for which you would like to approve access.



Select the records for which you would like to edit access. You may select to share all records or to individually select the records you'd like to share with the person who requested access. Click “Grant Access.”

The screenshot shows a dialog box titled "Select records to share with". At the top, it displays the user's profile: "Fernando Cuaya" with email "fcuaya@campusesp.com" and the role "Father - Requested less than a minute ago". Below this, a note states: "Grant access to records by checking specific boxes, and clicking 'Grant Access' at the bottom." The section "Records requested" follows, with a sub-note: "These are records being requested for access to." and a "Select all" link with a checked checkbox. The records are categorized into "Academic Information" and "Financial Information". Under "Academic Information", there are two items: "Class Schedule/Enrollment" (described as "View student course schedule, credit hours, and other status information including degree, major and class year.") and "Grade(s) Information" (described as "View student course grades. Final grades will be posted at the end of each semester."), both with checked checkboxes. Under "Financial Information", there are three items: "Holds on Account" (described as "Get notified when there's a new hold on the student account, along with a description of the hold type."), "Financial Aid Information" (described as "View a list of student financial aid awards, the expected amount offered and whether the payment has been made"), and "Account Balance" (described as "View the student account balance, and get notified about any outstanding charges."), all with checked checkboxes. At the bottom of the dialog are two buttons: "Grant Access" and "Back to Connections".

If the update to your connection was successful, you'll be taken back to the Connections screen and see a green banner at the top confirming that the connection has been updated.



Granting New Access

To grant access, go to the [South Alabama Family Connection](#) and click on the link that says “Are you student or staff? Log in here.”

USA UNIVERSITY OF SOUTH ALABAMA

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Log in to get started or [sign up](#)
[Forgot password?](#)

Email

Password

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Log in with Google

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) [Terms of Service](#) apply.

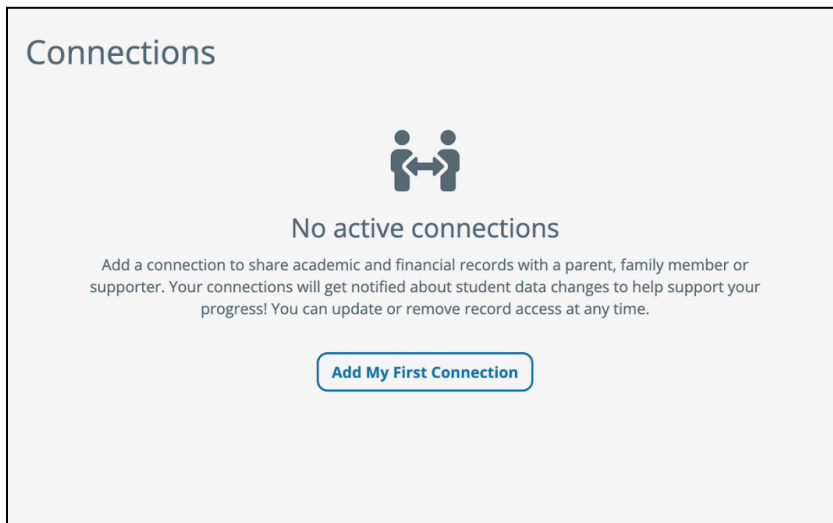
Are you student or staff? Log in here.

Your one-stop shop for:

- Access to important campus news and deadlines
- Ability to request access to your student's progress and financial details
- Personalized newsletters on your schedule
- Announcements via email and text message
- Sharing of updates with friends and family

You will be directed to a sign-in page. Enter your University of South Alabama email address and password and click “Log In.”

After you log in, you will be taken to the Connections page where you can click “Add My First Connection.”




Enter the person's email address and use the drop-down menu to select their relationship to you. Click "Continue."

The screenshot shows a light gray rectangular box with the title "Who do you want to connect with?" at the top. Below the title, it says "Enter their email address and relationship to you." There are two input fields: the first is labeled "Connection's email address" and contains the text "example@email.edu"; the second is labeled "What is their relationship to you?" and is a dropdown menu with the text "Select relationship" and a downward arrow. At the bottom, there are two buttons: a blue "Continue" button and a gray "Cancel" button.

Select the records you would like to share. You may either select to share all available records or individually select the records you'd like to grant access to. Then, select "Grant Access" at the bottom of the screen.

Select records to share with



Rebecca McCrory
 rmccrory+1@campusesp.com

Mother

Edit or remove access to records at any time by checking specific boxes, and clicking "Continue" at the bottom.

Records available to share

These are records you can grant access to. [Select all](#) ☒

Academic Information

Class Schedule/Enrollment
 View student course schedule, credit hours, and other status information including degree, major and class year. ☒

Grade(s) Information
 View student course grades. Final grades will be posted at the end of each semester. ☒

Financial Information

Holds on Account
 Get notified when there's a new hold on the student account, along with a description of the hold type. ☒

Financial Aid Information
 View a list of student financial aid awards, the expected amount offered and whether the payment has been made ☒

Account Balance
 View the student account balance, and get notified about any outstanding charges. ☒

Continue

Cancel


You will see a green banner at the top of the page if your connection request has been successfully sent to the person you granted access to. They will receive an email detailing your connection request. You'll receive an email notification if the person confirms your connection request to view aspects of your student record.

Your connection request has been successfully sent to Rebecca McCrory!


Connections

Add Connection

Awaiting Confirmation



Rebecca McCrory
 rmccrory+1@campusesp.com

Mother - Invited less than a minute ago
 

And now, feel free to repeat this process if you would like to grant access to additional parents, family members, supporters, etc. You can grant access to anyone who supports you!