

Students have a new way to enter their Authorization for Release of Financial Information (FERPA) and this new release gives permission to Student Accounts, Cashiers and Financial Aid. Direct students to log into WINS and click on their Student Financial Account. Then they will click on Account Inquiry. This is where they will see the Release of Financial Information.

The screenshot shows the 'Account Inquiry' page. The left sidebar contains navigation options: 'Account Inquiry', 'Make a Payment', 'Payment History', and 'Release Financial Information'. A red arrow points to 'Release Financial Information'. The main content area shows account details for 'University of Wisconsin - Whitwater' and a table of activity processed through midnight of 08-11-2020.

Term Posted	Date Posted	Item Type Descr	Charges	Payments	Refunds	Due Amt
2017 Spring Term	03/02/2017	Enrollment Deposit Charge	\$100.00			
2017 Spring Term	03/02/2017	New Student Fee	\$120.00			

When they click on it, the following options appear and they can choose Release Financial Information and an area will open where they can enter the names.

The screenshot shows the 'Release Financial Information' form. The left sidebar has 'Release Financial Information' highlighted. The main content area contains a consent statement, 'Current Release Status' (Do Not Release Information), and 'Change Release Status' options. The 'Release Financial Information' radio button is selected and highlighted with a red arrow. A 'Save' button is at the bottom.

I authorize employees of the Financial Aid Office, Student Account Office, and Cashier's Office at the University of Wisconsin-Whitewater to disclose any and all information regarding my financial aid and/or student account at the University of Wisconsin-Whitewater only to the individual (s) listed. This information should be released for the purpose of assisting in the payment of my university obligations.

Current Release Status
Do Not Release Information

Change Release Status

Release Financial Information
 Do Not Release Financial Information

Click on "Release Financial Information" and then the "Edit" button to enter the individuals to whom you are authorizing our offices to release financial information. After entering the individual(s), click "Save".

Save