

# FERPA Walkthrough

## Select FERPA Access from main menu

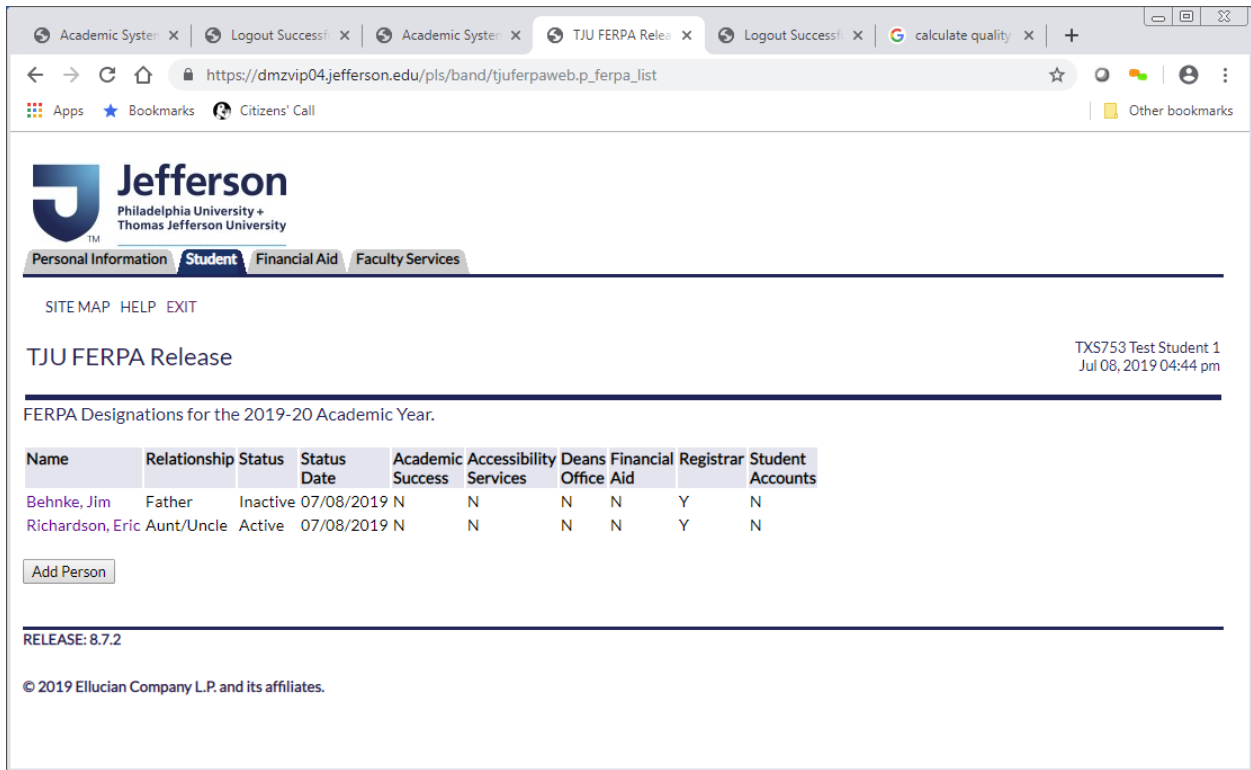
The screenshot shows a web browser window with the URL [https://dmzvip04.jefferson.edu/pls/band/twbkwbis.P\\_GenMenu?name=bmenu.P\\_MainMnu](https://dmzvip04.jefferson.edu/pls/band/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu). The page features the Jefferson University logo and navigation tabs for Personal Information, Student, Financial Aid, and Faculty Services. Below the navigation is a horizontal menu with links for ACCESSIBILITY, SITE MAP, HELP, and EXIT. The main content area is titled "Main Menu" and lists several options: Personal Information (with a sub-link for updating addresses), Student (with a sub-link for registering for classes), Financial Aid (with a sub-link for applying for aid), Faculty and Advisors (with a sub-link for entering grades), TJU Student Check-In, TJU Housing Menu, Campus Services (with a sub-link for other resources), and FERPA Access. At the bottom, it indicates the release version is 8.8.2 and is © 2019 Ellucian Company L.P. and its affiliates.

## Select academic year that you are granting access for

The screenshot shows a web browser window with the URL [https://dmzvip04.jefferson.edu/pls/band/tjuferpaweb.p\\_ferpa\\_list](https://dmzvip04.jefferson.edu/pls/band/tjuferpaweb.p_ferpa_list). The page features the Jefferson University logo and navigation tabs for Personal Information, Student, Financial Aid, and Faculty Services. Below the navigation is a horizontal menu with links for SITE MAP, HELP, and EXIT. The main content area is titled "TJU FERPA Release" and includes a timestamp: TXS753 Test Student 1 Jul 08, 2019 04:44 pm. A question mark icon is followed by the text: "Please select the academic year that you are reviewing FERPA access for." Below this is a dropdown menu labeled "Select Academic Year:" with the selected option "2019-20 Academic Year" and a "Submit" button.

# FERPA Walkthrough

Menu displays people you have designated. If no one has been designated yet, the list will be empty.



Academic System x Logout Successful x Academic System x TJU FERPA Release x Logout Successful x calculate quality x +

https://dmzvip04.jefferson.edu/pls/band/tjuferpaweb.p\_ferpa\_list

Apps Bookmarks Citizens' Call Other bookmarks

**Jefferson**  
Philadelphia University +  
Thomas Jefferson University

Personal Information **Student** Financial Aid Faculty Services

SITE MAP HELP EXIT

TJU FERPA Release TXS753 Test Student 1  
Jul 08, 2019 04:44 pm

FERPA Designations for the 2019-20 Academic Year.

Name	Relationship	Status	Status Date	Academic Success	Accessibility Services	Deans Office	Financial Aid	Registrar	Student Accounts
Behnke, Jim	Father	Inactive	07/08/2019	N	N	N	N	Y	N
Richardson, Eric	Aunt/Uncle	Active	07/08/2019	N	N	N	N	Y	N

Add Person

RELEASE: 8.7.2

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# FERPA Walkthrough

If you select the FERPA designees name you will be able to edit someone previously added for the academic year.

Academic System x Logout Successf x Academic System x FERPA Data Edit x Logout Successf x calculate quality x +

https://dmzvip04.jefferson.edu/pls/band/tjuferpaweb.p\_personedit?acyr\_in=1920&add\_person=N&seqno\_in=2

Apps Bookmarks Citizens' Call Other bookmarks

**Jefferson**  
Philadelphia University +  
Thomas Jefferson University

Personal Information **Student** Financial Aid Faculty Services

SITE MAP HELP EXIT

### FERPA Data Edit

TXS753 Test Student 1  
Jul 08, 2019 04:45 pm

Please enter/update the information about the person you wish to add/remove FERPA access to.

SeqNo	2
First Name	Jim
Middle Name	
Last Name	Behnke
Relationship	Father
Date Added	07/08/2019
Status	Inactive
Status Date	07/08/2019
Phone	
Email Address	
Academic Success	No
Accessibility Services	No
Student Accounts	No
Dean's Office	No
Financial Aid	No
Registrar	Yes
Security Question (minimum six characters)	Who is Ken
Security Answer (minimum six characters)	Guy who used to work here

Submit

RELEASE: 8.7.2

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# FERPA Walkthrough

If you select the Add Person button, you will be able to add a new person.

Academic System x Logout Success x Academic System x FERPA Data Edit x Logout Success x calculate quality x +

https://dmzvip04.jefferson.edu/pls/band/tjuferpaweb.p\_personedit

Apps Bookmarks Citizens' Call Other bookmarks

**Jefferson**  
Philadelphia University +  
Thomas Jefferson University

Personal Information **Student** Financial Aid Faculty Services

SITE MAP HELP EXIT

FERPA Data Edit TXS753 Test Student 1  
Jul 08, 2019 04:46 pm

Please enter/update the information about the person you wish to add/remove FERPA access to.

First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Relationship	None Selected ▾
Status	Active ▾
Phone	<input type="text"/>
Email Address	<input type="text"/>
Academic Success	No ▾
Accessibility Services	No ▾
Student Accounts	No ▾
Dean's Office	No ▾
Financial Aid	No ▾
Registrar	No ▾
Security Question (minimum six characters)	<input type="text"/>
Security Answer (minimum six characters)	<input type="text"/>

Submit

RELEASE: 8.7.2

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