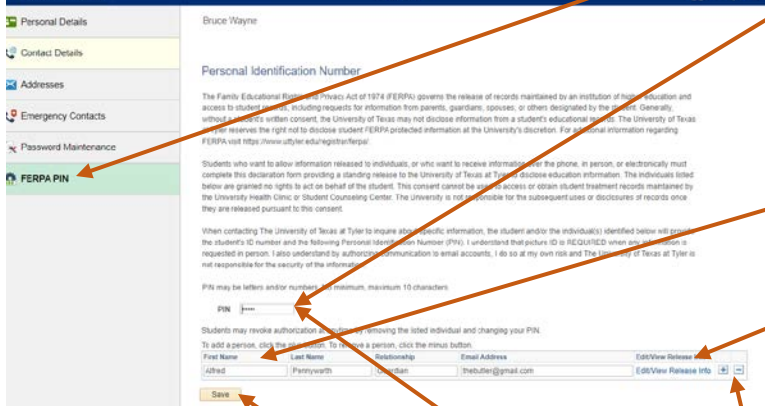# The University of Texas at TYLER

FERPA PIN

- When in your MyUTTyler Student Homepage, select the My Profile tile.
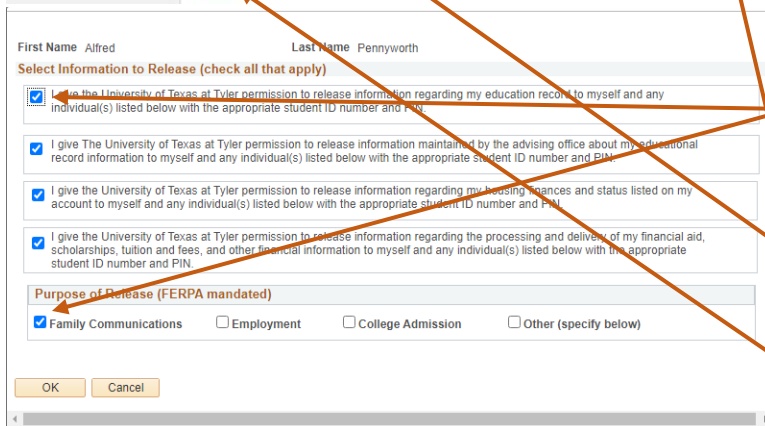
- Select "FERPA PIN" from the left-hand menu.

- Read through the FERPA disclosure information and at the bottom of the page select the Pin box. Type in your PIN, it can be up to 10 letters or numbers.

- At the bottom of the page you can add a third party to have access to your information.

- Select "Edit/View Release Info".

- Check the box next to each release statement you are agreeing to. Select "OK" once you are finished.

- You can change your PIN at any time. Add or remove a third party using the plus and minus icons.

- Select "Save" to complete the process.