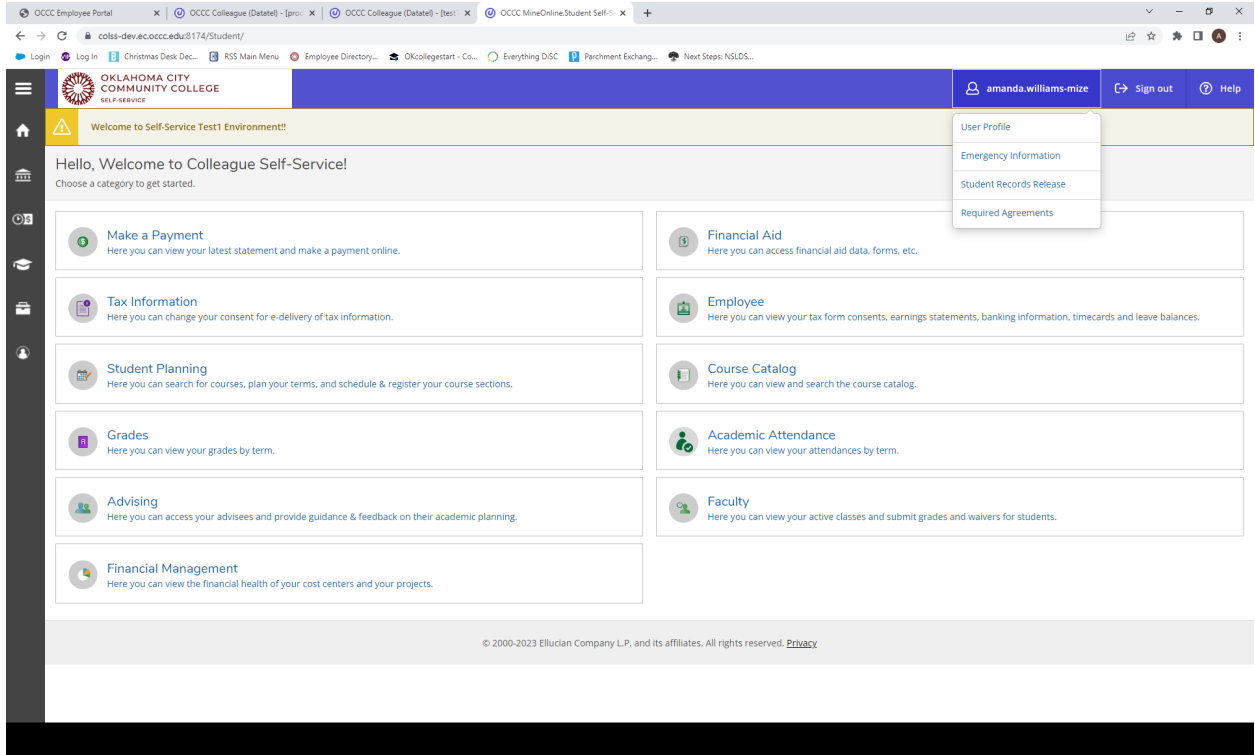# Student Records Release

- If you would like to give someone else access to your student record information, you will need to fill out the student records release form via self-service.
- You will choose your user name in the upper right-hand column:

- You will then choose "Student Records Release" and be brought to the screen below:

- You will be able to add any person you wish to give authorization to on this screen by choosing "add person/relationship."

- You will fill out the information requested and assign a Pin number for this person. This number will need to be shared by YOU to the person you authorize in order for them to receive any information. OCCC will never share this Pin number but will require it before sharing any information regarding your student account.
- You can list a start and end date if you wish, but these can also be left blank if you do not intend to have the authorization end. You can also choose to allow complete access to your record or choose which specific access you would like the person to have.

- You will have to check the "I authorize" statement in order for the submit button to appear.

- At any time, you are able to log back in to Self-Service and grant more access/edit the access previously granted/change the PIN number/change the end date, etc.

- Please contact arg@occc.edu or by calling 405-682-7512 if you have any questions about this process!