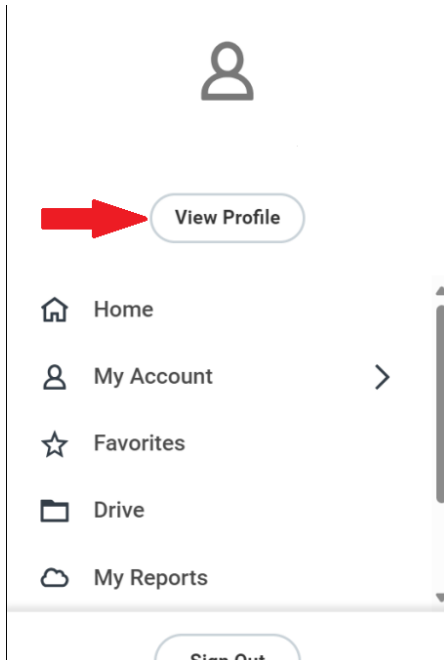


## How to update FERPA Waiver preferences in Workday:

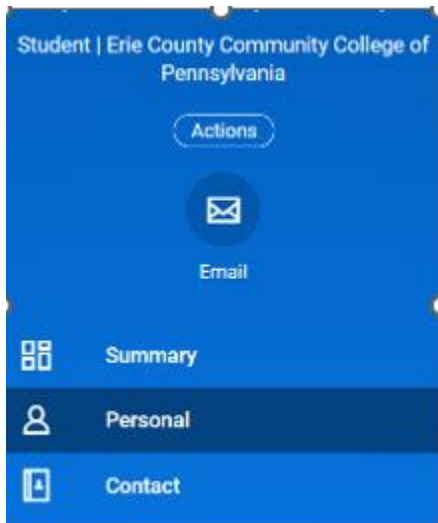
Log into Workday. On the upper right, you will choose the profile icon:



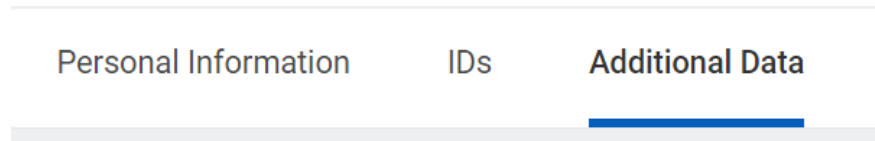
Click on the “**View Profile**” button:



Next, click on “**Personal**” tab:



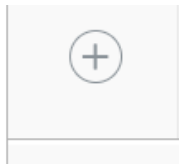
Next, click on the **“Additional Data”** tab:



This will show the FERPA waiver area where you can add and remove who you would like give permission to the school to discuss your educational record with. To do this, click on the **“Edit”** button:



To add someone, click on the plus symbol:



Begin filling in the fields with the necessary information:

**FERPA Release of Information**

1 Item

	*Name of Person	*Relationship to Person	*Address of Person
+			
-	John Gull	Father	111 Pier Ave

Once complete, click the **“OK”** button to submit:

