

The seven steps to set up student account

INFORMATION RELEASE AUTHORIZATION

for your parents or others

DUE TO FERPA LAWS, STUDENTS MUST AUTHORIZE THEIR PARENTS OR OTHERS IN ORDER FOR THEM TO HAVE ACCESS TO STUDENT ACCOUNT INFORMATION.

1

GO TO MYUW

Go to <https://myuw.washington.edu>. Enter in your UW NetID and password.

2

ACCESS THE TUITION STATEMENT

Go to the the "Tuition Charge Statement" page. This link should be available in the "Accounts" tab or within your "Quick Links."

3

LOCATE THE LINK FOR AUTHORIZATION

The link will be located in the box labeled "Information Release Authorization." The link is highlighted and underlined in blue.

4

INPUT THE APPROPRIATE INFO

You will see several sections to input information. You can authorize multiple people at once or one person. Enter in their name and relationship to you.

5

SELECT THE TYPE AND RELEASE BY

Next, click which information type you want the individual to have access to. Also, if you want them to have that info released by phone or online or both.

6

ONLINE RELEASE

If you want the parent or others to have access to your billing account info online, enter in their email address. They will be sent an email to set up their own access.

7

DOUBLE CHECK AND SUBMIT

After you have double checked all the information entered is correct, click the "update releases " button at the bottom of the page to complete the authorization set up.