

# Student Record Release Help

The Student Record Release area in WebAdvisor allows you to authorize another person access to your online record. Business Office and/or Financial Aid access allows your proxy to view online and discuss with Northwood University staff your Business Office and/or Financial Aid information. Academic access allows your proxy to view online your Academic information. If a FERPA release form is on file with the Registrar's Office, NU is able to speak in generalities with parents about your academic information.

## Student Record Release

- [Assign Proxy Access - Academics](#)
- [Assign Proxy Access - Business Off & Financial Aid](#)
- [Add Person Proxy](#)
- [Student Record Release Help](#)

### How do I authorize someone to view online and discuss my Business Office and/or Financial Aid information with Northwood staff?

1. Log in to My.northwood.edu, click the WebAdvisor tab, and then the Students folder.
2. Under the Student Record Release menu, click the 'Assign Proxy Access – Business Off & Financial Aid' link.
3. Click the 'Select a Proxy' drop down menu.
  - a. If the person is listed in the drop down, select the name.
  - b. If the person is not listed in the drop down you will need to add a Person Proxy to your account, see question "How do I add a Person Proxy to my account?"
4. Complete the Add a Proxy form.
  - a. Northwood University recommends allowing complete access in order to provide the most complete information.
5. Your new proxy (person you have just authorized) will receive an email confirmation from [helpdesk@northwood.edu](mailto:helpdesk@northwood.edu) with login information.

### How do I authorize someone to view online my Academic information (grades, schedule, and unofficial transcript)?

1. Log in to My.northwood.edu, click the WebAdvisor tab, and then the Students folder.
2. Under the Student Record Release menu, click the 'Assign Proxy Access - Academics' link.
3. Click the 'Give Access' check box next to the person's name.
  - a. If the person is not listed you will need to add a Person Proxy to your account, See question "How do I add a Person Proxy to my account?".
4. Click the SUBMIT button.
5. Your new proxy (person you have just authorized) will receive an email confirmation from [helpdesk@northwood.edu](mailto:helpdesk@northwood.edu) with login information.

### How do I add a Person Proxy to my account?

1. If the person you wish to authorize is not listed in Academic or Business Off & Financial Aid proxy list you may add them to your account.
2. Login to My.Northwood.edu, click the WebAdvisor tab, and then click the Students folder
3. Under the Student Record Release menu, click the 'Add Person Proxy' link.
4. Complete the Add Person Proxy form with the information of the person you are adding.
  - a. Click the Submit button when finished
5. The Business Office will add the person to your proxy list within 2 business days.
6. Next, complete the process to authorize the person on your account. See questions "How do I authorize someone to view online and discuss my Business Office and/or Financial Aid information with Northwood staff?" and/or "How do I authorize someone to view online my Academic information (grades, schedule, and unofficial transcript)?"

Technical questions can be directed to the Help Desk at 989-837-4421 or [helpdesk@northwood.edu](mailto:helpdesk@northwood.edu). All other questions can be addressed by the Academics Office (989-837-4494), Business Office (989-837-4207) or Financial Aid Office (989-837-4230).