

Cuesta College Digital FERPA Release: Audio Description

This animated explainer video from Cuesta College outlines the digital process for students to grant third-party access to their educational records under the Family Educational Rights and Privacy Act (FERPA).

Key Visual and Informational Points:

- **Introduction:** Colorful, stylized graphics of diverse students and a robot icon introduce the digital FERPA release process.
- **Privacy Rules:** Illustrations of confidential documents and padlocks explain that the college cannot legally share your financial aid or grades with parents, spouses, or sponsors without your explicit permission.
- **The Digital Form:** The video displays a digital "Release of Information" form. It highlights two required steps: creating a unique 4-digit PIN for your trusted contact to use when calling the school, and electronically signing your name at the bottom of the form.
- **The 3-Step Workflow:**
 1. **Log In:** Securely log in to the myCuesta portal via PortalGuard using Multi-Factor Authentication (MFA).
 2. **Fill & E-Sign:** Complete the release form online and click to e-sign.
 3. **Email Form:** The system automatically emails the completed form to the college.
- **Paperless Reminder:** An animation shows physical paper going into a printer with a large red "X" over it. The narrator strongly emphasizes that there are no physical forms to turn in and that students should **not** print the document.
- **Contact Information:** The video concludes with a welcome screen and provides contact details for Disabled Student Programs and Services (DSPS):
 - **Email:** dspsinfo@cuesta.edu
 - **SLO Campus:** 805-546-3148
 - **NCC Campus:** 805-591-6215

Transcript

College students. Let's get right to it. 0:03

We are jumping straight into a lightning fast explainer on exactly how you manage your personal data on campus. 0:05

It's fast, it's secure, and it's 100% online. So here's the situation. 0:11

Want your parents, your spouse, or maybe a scholarship sponsor to see your financial aid or your grades? 0:16

Well, because of some pretty strict privacy laws, they can't just call up the school and get your info right. 0:22

You actually have to grant them access first. Okay, let's dive into this. 0:28

Enter Furby that stands for the Family Educational Rights and Privacy Act. 0:33

Honestly, you can just think of it as your ultimate Federal Privacy Shield. 0:38

It means Cuesta College absolutely will not share your details without your explicit consent. 0:41

You are in total control of your data here. Now, what's really interesting about this slide is how simple giving that consent is. 0:47

Now it's entirely digital. In section A right there you're going to create a unique four digit Pin. 0:54

Your trusted contact will actually use that Pin whenever they call the school. 1:00

Then you jump down to section D and you literally just click the box to electronically sign your name. 1:03

That's the whole Shabbat. The workflow is incredibly straightforward, but more importantly, it's deeply secure. 1:09

You'll securely log in to your request portal via portal card. And yep, that uses multi-factor authentication to keep everything incredibly safe. 1:14

Once you're in, you just fill out the release, click to sign and email that completed form right back to the college. 1:22

Boom. Done. So the crucial point is do not print this out. 1:28

Seriously, leave your printer powered off. There are no physical forms to turn in at all. 1:32

The entire process is 100% online, electronic, and completely paperless. 1:37

Ultimately, who gets access to your data? Well, that is entirely up to you. 1:43

You hold the keys, so log in to my cuesta and handle your permissions today. 1:48

Take immediate control of your privacy settings online right now. 1:52