

- **What is a FERPA code?**
A FERPA code works in place of a photo ID to allow Cuesta College to verify student identity over the phone. We do this in accordance with the Family Educational Rights and Privacy Act (FERPA) which protects your information as a student.
- **How do I create a FERPA code?**
To create a FERPA code, simply follow each step listed below.

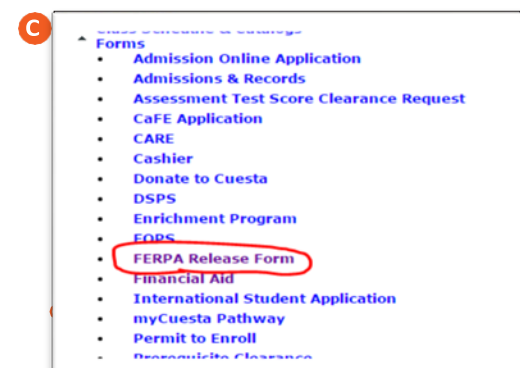
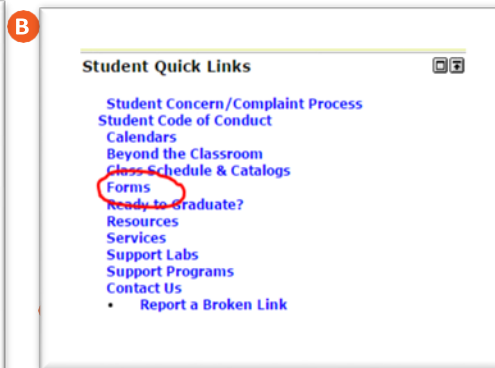
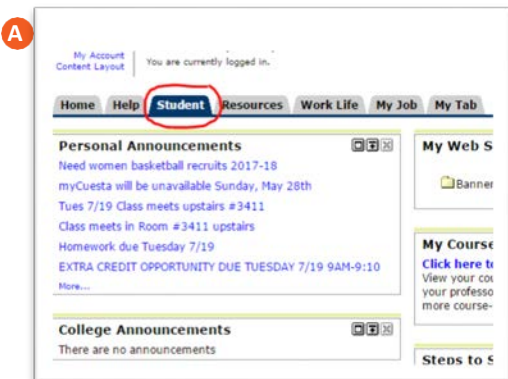
>>> Step 1: Log in to myCuesta

- > Go to <https://my.cuesta.edu>
- > Log in to your **myCuesta** student account with your username and password.
New Users: Click on "Student Username & Temporary Password".



>>> Step 2: Locating the FERPA Form

- A. Go to the **Student** tab
- B. Locate the **FORMS** link on the lower right of the Student tab (you may have to scroll down)
- C. After clicking on the **FORMS** drop down link, you will now have the option to click on **"FERPA Release Form"**



>>> Step 3: Completing the Form

- D. Using your **Student ID#** (which will begin with **900**) **AND** your **Student Email** - fill out the **"FERPA Release Form"** which should have opened upon clicking the link in **Step 3** – this will require a **student signature**.

>>> Step 4: Finalizing the FERPA code through Email

- E. After submitting the Family Educational Rights and Privacy Act Release Form, you should receive an **Email** at the **myCuesta email address** you listed on the form.
- F. You will then need to forward the email you receive to ferpa@cuesta.edu – which will be entered into our system shortly.

Congratulations, you have completed all the steps to create a FERPA code!

QUESTIONS? Contact us or visit our website

San Luis Obispo Campus: (805) 546-3143 • North County Campus: (805) 591-6202 • Email at finaid@cuesta.edu
Financial Aid Department Website: <http://cuesta.edu/student/studentservices/finaid/index.html>