**Authorize Third Party Release**

1. Before accessing your MyCSN student account, make sure you validate your account and register your password.

    a. To validate your account:

        i. [Click here validate your CSN student account](#)

        ii. Click on the **Account Validation** link

        iii. Enter your NSHE ID (ten-digit number) and last name as it appears on your CSN admissions email.

        iv. Enter your Personal Identification Number (PIN). It is the last four digits of your social security number (SSN). If you did not provide your SSN on your admissions application, enter 9999.

    b. To register your password:

        i. [Click here to register your password](#)

        ii. Click on the **Reset Password** link

        iii. Click on **Password Registration**

        iv. Follow the on screen prompts to register your password

    c. If you encounter any issues validating your account or registering your password, call (702) 651-5555.

2. After validating your student account and registering your password, log on to [https://go.csn.edu/LoginPolicy.jsp](https://go.csn.edu/LoginPolicy.jsp)

3. Click on the MyCSN tile.

4. If required, enter your login credentials again.



5. Click on the **MyCSN Student Center** hyperlink.
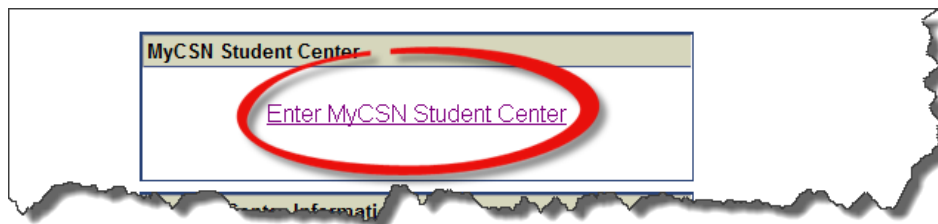


6. On the right hand side of the screen under the heading **Third Party Release**, click on the **Manage Third Party Releases** hyperlink.

7. Click on the **ADD Third Party Release** button.

## Third Party Releases

The College does not allow access to, or the release of, education records or other personally identifiable information without consent of the student. (Exception: The College must disclose information to students requesting review of their own records and to authorized government officials or agencies for audit and evaluation of state and federally funded programs as outline in the Federal Education Right to Privacy Act.)

By adding a third-party (parent, spouse, significant other, etc.) to this page you are authorizing the College to release information from your records. The College recommends that you review your authorized list of third-parties on a regular basis. You have the right at any time to remove authorization from any third-party you had previously added.

For your third party to request information from Admissions & Records, Financial Aid or the Controller's Office, they MUST know your NSHE-ID and Pass Phrase that you set up below.

(i) You currently do not have any Third Party Releases          ADD Third Party Release

8. All fields with an asterisk (*) are required fields. Select the office you wish to allow your third party access to. If you wish your third party to be allowed access to your information from more than one department (for example, Office of the Registrar, Cashier, and Financial Aid Office), click on the ⊞ icon to add an additional row. Conversely, if you want to remove a department, click on the ⊟ icon.

**Third Party Release Details**

| *Name | | Active |
|-------|---|--------|
| *Telephone | | International Country Code |
| Email Address | | |
| *Pass Phrase | | |

Select the Offices you wish to allow
| | *Office | | |
|---|---------|---|---|
| 1 | | ⊞ | ⊟ |

Save    Cancel    Activate