Instructions for completing the FERPA waiver online:

1. Log in to **BlueLink**
2. Select the **Personal Information** Tab
3. Select **FERPA Authorization to Release Student Records**
4. On the **Complete a Form** page, select the **FERPA Authorization to Release Student Records** link (first line of the paragraph – will be in Blue or Purple)
5. Complete the information for Statement 1 – [authorized individuals] and click **Next Statement**
6. Complete the information for Statement 2 – [phone password] and click **Next Statement**
7. Complete the information for Statement 3 – [acknowledgement and signature] and click **Form Complete**

If you need to change your FERPA information, please notify the Student Accounts office at studentaccounts@okcu.edu (using your OCU Student email) and we can assist you.