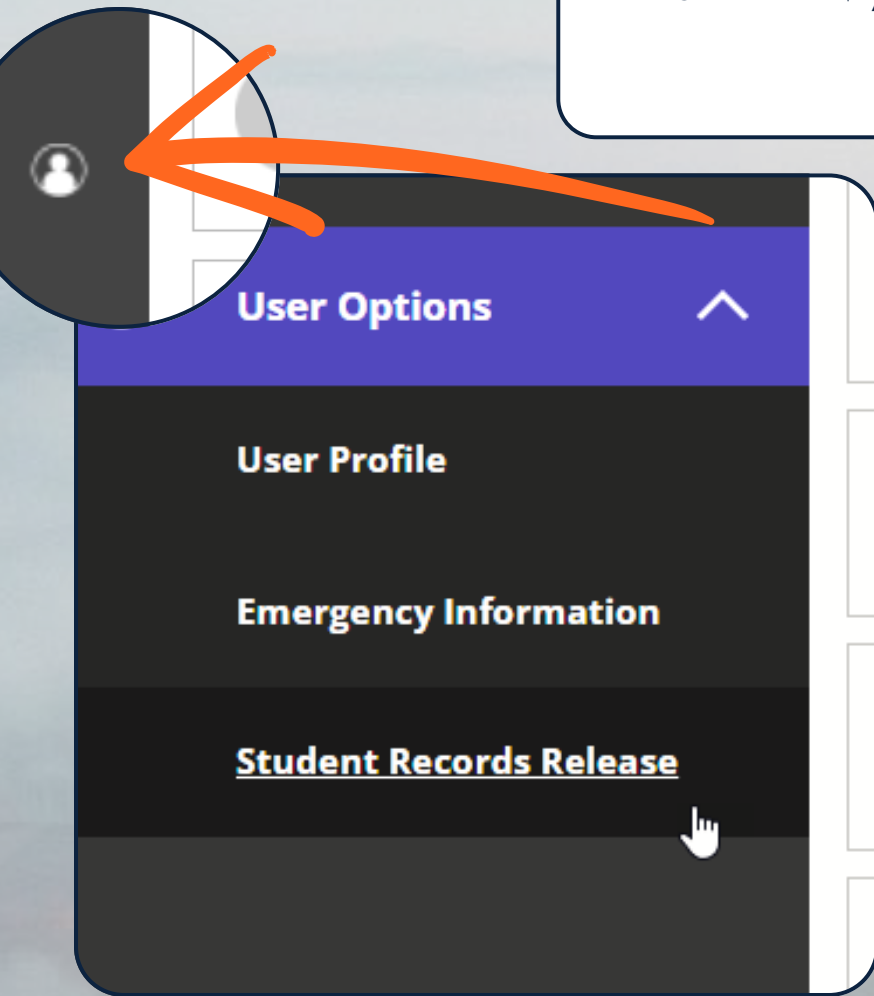


RECORD RELEASE AUTHORIZATION

IN MyCN

This guide will help you complete the Student Records Release Form in MyCN. This form allows you to give a parent, guardian, or another person access to your academic records.



STUDENT RECORDS RELEASE FORM

Go to mycn.cn.edu and log in using your student credentials. From the left-hand menu, click User Options, then select Student Records Release Form.

ADD AN AUTHORIZED PERSON

Click 'Add Person/Relationship' and fill out their name, relationship to you, unique pin, and dates of access.

Tip: Leave the 'End Date' blank unless you want the access to expire.

First Name *	John
Last Name *	Smith
Relationship *	Parent
PIN *	1234
Start Date	6/1/2025
End Date	M/d/yyyy
Add Person/Relationship	

Access *

☐ Allow Complete Access

☒ Allow Select Access

- ☒ Student Id
- ☐ Academic Progress
- ☐ Grades
- ☒ Registration
- ☐ Enrollment Status
- ☐ GPA
- ☒ Billing Information

Disclosure Agreement

☒ I authorize the institution to disclose my information to the

SELECT THE APPROPRIATE ACCESS

Choose what information you want them to see (grades, billing, etc.) and click Submit!

 Need help? Contact the Registrar's Office at registrar@cn.edu or (865) 471-3420.