1. Scroll down to the 'Personal Information' section and click 'Release of Information' from the 'other personal...' dropdown box.

2. You will be presented with a page that shows whom you've currently authorized access to parts of your student account, and the ability to add or remove people.

    Section 1: Your student record is confidential. Queen's University will not provide academic data (e.g., course registration and marks) to others unless you explicitly give us authorization to do so.

    Please select your preference below by clicking on the appropriate radio button:

    - [ ] I do NOT authorize release of my academic data (e.g., course registration and marks) to anyone.

    - [x] I authorize release of my academic data (e.g., course registration and marks) to ONLY the following:

      Name: [ ] Relationship: [ ]

      Name: [ ] Relationship: [ ]

    Section 2: Your student record is confidential. Queen's University will not provide financial data (e.g., scholarship, bursaries, fee assessments, T2202A, and current account balance) to others unless you explicitly give us authorization to do so.

    Please select your preference below by clicking on the appropriate radio button:

    - [ ] I do NOT authorize release of my financial data (e.g., scholarship, bursaries, fee assessments, T2202A, and current account balance) to anyone.

    - [x] I authorize release of my financial data (e.g., scholarship, bursaries, fee assessments, T2202A, and current account balance) to ONLY the following:

      Name: [ ] Relationship: [ ]

      Name: [ ] Relationship: [ ]