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## Release of Information Instructions

A Release of Information is required for other individuals who would like to speak to CWU on your behalf.

To complete a Release of Information:

1. Go to your account via [MyCWU](#)
2. Click on the tab titled "Student"
3. In the left navigation bar, click "Personal"
4. Click "Release of Information"
5. Select the "Add Designee"
6. Fill out the form with the information of the person you would like us to speak to.
7. Make sure you give the person authorized the Auth Code you have assigned them.

For more information and instructions visit: <https://www.cwu.edu/financial-aid/release-information-instructions>

If you need assistance with accessing your [MyCWU](#) account, please reach out to our IT Service Help Desk at 509-963-2001.

### High School Partnerships

400 E University Way • Ellensburg WA 98926-7431 • Office: 509-963-1351 • Fax: 509-963-1690

Hebeler Hall, Room 122 • Email: [HSPartnerships@cwu.edu](mailto:HSPartnerships@cwu.edu) • Web: [cwu.edu/college-hs](http://cwu.edu/college-hs)

EEO/AA/TITLE IX INSTITUTION • FOR ACCOMMODATION EMAIL: [DS@CWU.EDU](mailto:DS@CWU.EDU).

This is an electronic communication from Central Washington University.