



Traveling Arkansas'
Professional Pathways
Registry

P.O. Box 808
State University, Arkansas 72467-0808
870-972-3055 ■ 888-429-1585 ■ FAX 870-972-3556
prof_registry@astate.edu ■ <http://professionalregistry.astate.edu>

MEMBER RELEASE OF INFORMATION PROCEDURES

To allow the TAPP Registry staff to release any of your information to a third party, please complete the "Approval of Access to TAPP Training Transcript" form attached. This release will remain valid until you cancel or revise the authorization. As a Registry member, you may 1) view the names of those authorized to view your personal information, 2) cancel access to your records by a third party; and 3) authorize another Registry member to access your TAPP training transcript.

To view and/or delete those who have been authorized to view your personal information:

- ❑ Log onto your "Registry Member's Personal Data Page" through the Registry's website using your personal identification number and password.
- ❑ Click on "Groups I Belong To". Names listed are those who have access to your record currently.
- ❑ To delete a person: Click "DEL" in the left hand column. This will delete the person from having access to your record.

If you do not want another person to have access to or view your personal information, please remember it is your responsibility as a Registry member to either cancel the access yourself or contact the Registry staff. If at any time you have questions regarding this or any other issues, please contact us.

12/2009



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