Step 1: Login to MyPCC
Once you are admitted to PCC you will have a MyPCC account. MyPCC is where you can register for classes, pay or bill, access you email and where you will fill out your Consent to Release form.
To Login to MyPCC go to www.pcc.edu, in the top right corner you will find the yellow MyPCC tab that will take you to the login page. To activate your MyPCC account click on the “First time user?” link under the login box.

Step 2: Navigating to the Consent to Release Form
Now that you are logged in to MyPCC please make sure that you are on the MyPCC Home tab on the top of the page. Once you have done that you should see the “Quick Links” menu on the left side of the screen. “Consent to Release” will be the fourth link under the “Don’t Wait in Line” menu. Please follow the link to the Consent to Release form.

Step 3: Filling-Out the Form
Please follow the directions below to fill-out the Consent to Release form.
You will need to add two releases, one for Hillsboro Aviation and one for the Federal Aviation Administration.

<table>
<thead>
<tr>
<th>Name: (last, first)</th>
<th>Hillsboro Aero Academy</th>
<th>Confidential Code:</th>
<th>Fly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relationship:</td>
<td>Flight School</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mailing Address Street:</td>
<td>3565 NE Cornell Rd</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>Hillsboro</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State:</td>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zip:</td>
<td>97124</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td>503-726-3000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restrictions/Comments:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Required field

Please release the records specified for the new contact.
(Click all that apply but you must select at least one.)

<table>
<thead>
<tr>
<th>Student Finances</th>
<th>Enrollment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Schedule</td>
<td>Attendance</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Grades</td>
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<tr>
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<td></td>
</tr>
<tr>
<td>Academic Transcript</td>
<td>Academic Standing</td>
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<td></td>
</tr>
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<td>Graduation Date</td>
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<td></td>
</tr>
<tr>
<td>Other (describe)</td>
<td></td>
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Purpose of disclosure (Check all that apply but you must select at least one.)

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<tr>
<td>Insurance</td>
<td>Housing</td>
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<tr>
<td>Interpreter</td>
<td>Payment</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (describe)</td>
<td>Flight Instruction</td>
</tr>
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**Consent to Release Instructions**

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