Birmingham-Southern College
Person Proxy Instructions

"Proxy access" provides an opportunity for Birmingham-Southern College students to grant access to parents or other designated family members to view certain student information online or to speak with specific departments regarding the student. The most common scenario for granting Proxy access is so parents can view a student's grades, tuition invoices, or make payments via the Self Service portal. The person being granted access to the student's information is referred to as the **"proxy"**.
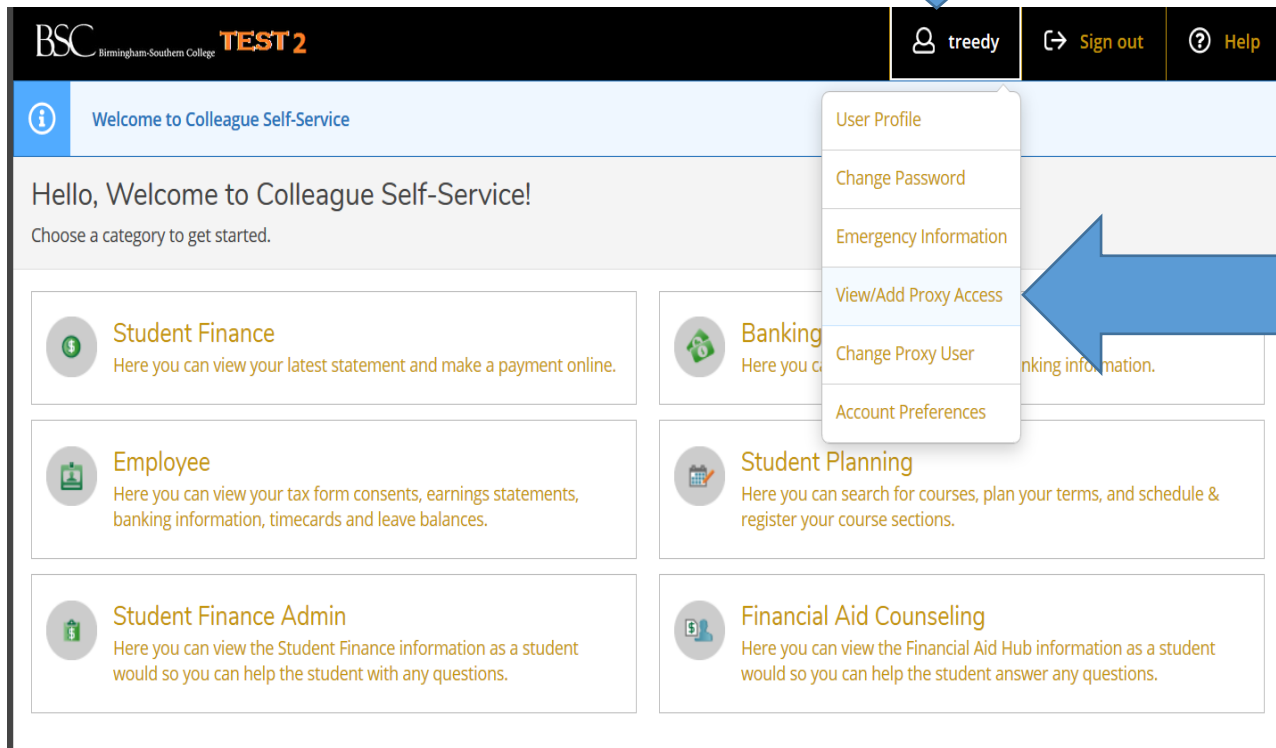
NOTE: The student, not BSC determines the level of access the proxy is granted.

Parents or other designated family members will go directly to Birmingham-Southern College's website - www.bsc.edu to log in to Self Service using their own username and password.

For Students

Log in to your Self Service account and click the person icon at the top of the page.   A drop-down box will appear. Select the View/Add Proxy Access option.

Person Proxy Landing Page for Students

View/Add Proxy Access

Add a Proxy

ⓘ Select person(s) from the drop down box. If the person you wish to designate is not listed, please visit the Academic Records Office to complete a Person Proxy Addition form. You'll need the Person's legal name, date of birth, email address, mailing address, and telephone number.

Select a Proxy

Bsc Student

Email Address   Relationship

Selecting a Proxy

The Select a Proxy drop-down box lists family members already in Birmingham-Southern's database system. To add a person not listed in the drop-down box, visit the Academic Records Office to complete a Person Proxy Addition form. You will need the following information:

- Person's legal name
- Date of birth
- Email address
- Mailing address
- Telephone number
- Relationship to you

You can select as many proxies as you want. You can also remove proxy access at any time.

Granting Access

Select a Proxy

Bsc Student ▾

Email Address
treedy@bsc.edu

Relationship
Parent

Access
○ Allow Complete Access
● Allow Select Access

☐ **Student Finance** ⓘ		☐ **Financial Aid** ⓘ
☐ Account Activity		☐ Award Letter
☐ Account Summary		☐ Financial Aid Home
☐ Make a Payment		☐ Correspondence Option
		☐ My Awards
		☐ FA Outside Awards
		☐ FA Required Documents
		☐ Satisfactory Academic Progress
		☐ Federal Shopping Sheet

☐ **General** ⓘ
☐ Notifications

Disclosure Agreement

The Family Educational Rights and Privacy Act (FERPA) affords certain rights to students concerning the privacy of, and access to, their education records. Students are requested to complete and submit this form to the Office of Academic Records at Birmingham-Southern College (BSC), which enables the release of their education records to specified third parties when they authorize such a release. Please note that while this form authorizes BSC to release education records to third parties, it does not obligate BSC to do so. BSC reserves the right to review and respond to requests for release of education records on a case-by-case basis. For additional information, visit the U.S. Department of Education's website at: www.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

Education Records include, but are not limited to, academic, disciplinary, financial aid, health, student account, and other information directly related to a student's enrollment at Birmingham-Southern College.

By clicking the box, you authorize BSC officials to release your education record information to the individuals selected, including disclosing information or providing copies of documents contained in my education record as defined above. You understand that this release remains in effect until you revoke such consent.

☐ I authorize the institution to disclose my information to this party

[Cancel] [Save]

You have the option to grant complete access or to limit access. To limit access, select the Allow Select Access button and choose only the options you want the proxy user to have. Read the Disclosure Agreement and check the authorization box before saving. By clicking the Save button, you are granting the selected proxy access to your account.

The proxy user will receive a username and temporary password via email. The emails will be from do-not-reply@ bsc.edu.

For Proxies

After your student grants access to their records, you will receive an email containing your user name and a separate email with your temporary password. These emails will be sent from a do-not-reply@ bsc.edu email address.

To login, go to Birmingham-Southern's website - www.bsc.edu. From the **my BSC** tab, select the Self-Service option.
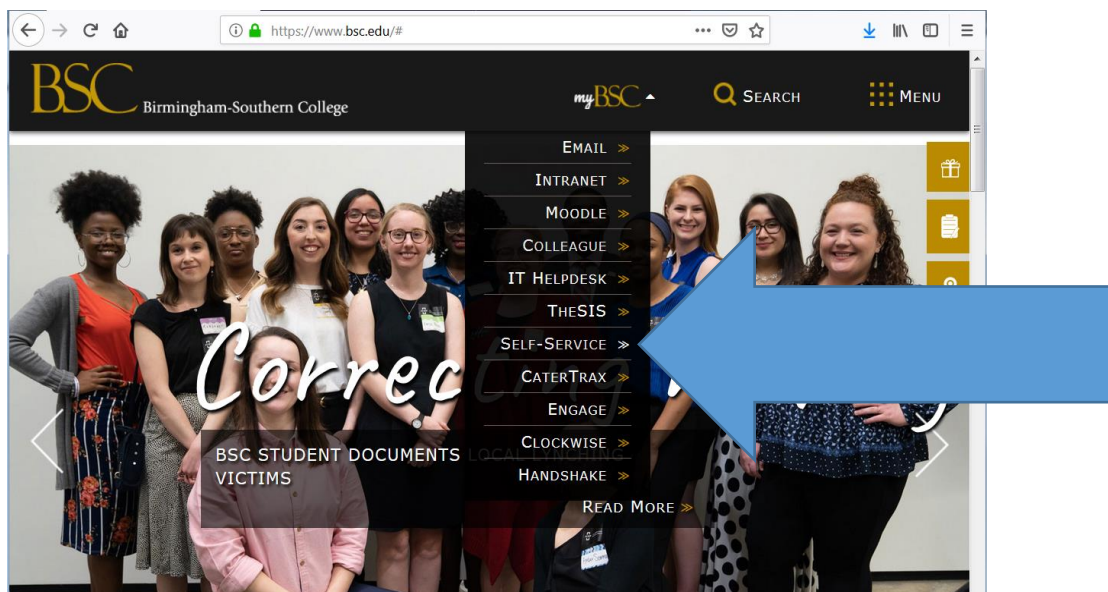
Enter your username and temporary password. You will be prompted to create a new password.

You will have view-only access and the ability to make payments. You will not have access to accept financial aid, upload documents, or register for courses.

If you should forget your login information, email the BSC Helpdesk at helpdesk@bsc.edu.