“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

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’ll need the Person’s legal name, date of birth, email address, mailing address, and telephone number.

- 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

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 username 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.

![Login Page](image)

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.