



FERPA
**Authority to Release Information/
Proxy Access Request**

Return Form To: Student Services, Building A.

Student Information		College ID#: _____	
Last _____ First _____ MI _____ Date of Birth _____			
FERPA Consent. Person to whom you authorize BCC to release information. This authorization <u>does not</u> grant person(s) Power of Attorney to act on your behalf.			
Relationship to student (Circle One): P=Parent, G=Guardian, S=Spouse, O=Other			
Last _____ First _____ MI _____		P G S O	
Last _____ First _____ MI _____		P G S O	
Valid For:			
<input type="checkbox"/> Limited Use: Authorization expires on _____.			
<input type="checkbox"/> Long Term Use: This authorization remains in effect until I withdraw this authorization in writing.			
Proxy Authorization. Person(s) to whom you authorize BCC to access your Self-Service portal. Once the proxy account is established, the student must grant proxy permissions within Self-Service. The student may turn-off proxy at any time.			
OPTIONAL	Last _____ First _____ Middle Name _____ Date of Birth _____		
	Relationship to student: _____ Email: _____ Phone: _____		
	Address _____ City _____ State _____ Zip _____		
	Has the proxy ever attended or worked at BCC? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Last _____ First _____ Middle Name _____ Date of Birth _____		
	Relationship to student: _____ Email: _____ Phone: _____		
	Address _____ City _____ State _____ Zip _____		
	Has the proxy ever attended or worked at BCC? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	I understand that some of my records may be protected under the Family Educational Rights and Privacy Act of 1974 and cannot be released without my written consent. I hereby waive all provisions of the law and privilege relating to the records described in this disclosure. I certify that this consent has been given freely and voluntarily.		
	X _____ Student's Signature		_____ Date
For Registrar Office Use Only			
<input type="checkbox"/> BIO <input type="checkbox"/> ADR <input type="checkbox"/> PREL Proxy/Student ID: _0_____			
Processed by: _____ Date: _____			
Comments: _____			

Parent/Guardian/Third Party Proxy Access Request

BCC Proxy provides students with the ability to grant permission to their parents, guardians or other third party members to view certain pages of information currently available in their Self-Service account. This includes complete or selected access to general notifications, grades, financial aid, payment, and tax information. To request proxy access, the student must complete and submit a FERPA Authority to Release Information/Proxy Access Request form to Student Services, Registrar's office, Building A.

Students:

1. Complete a "FERPA Authority to Release Information/Proxy Access Request" form and submit it to the Registrar's office located in Building A
2. Once the Registrar's office has processed your request, you will see the name of the person you requested proxy authorization within your Self-Service account

To grant Proxy access:

1. Log in to Self-Service
2. In the top right corner, click on your student username
3. From the drop-down menu select "View/Add Proxy Access"
4. Select the name which you wish to grant access
5. Choose the level of access you wish to grant, i.e. Complete Access or Select Access.
6. Place a checkmark to authorize the request and click "Submit"

Once you click Submit, the Self-Service system will send an Email to your proxy at the Email address provided to provide their login information.

Parent/Guardian/Third Party:

If a BCC student has granted you proxy access to his/her student information, you will receive two emails. The first Email will provide you with your username and the second Email will provide a temporary password.

Follow these steps to log into the student's Self-Service account:

1. Go to www.brunswickcc.edu, click MyBCC, and select the Self-Service icon
2. Enter the Username and Password provided to you in the emails you received
3. If prompted, click on the account name you wish to view
4. Select Continue

If you have questions about parent/guardian access and Proxy, please contact the Registrar's Office at bccregistrar@brunswickcc.edu