



Request to Add an Authorized User

Student Name: _____ BHCC ID: _____

Please add the person below as an authorized user to my BHCC Self-Service account. I understand that:

- I will need to log into BHCC Self-Service and choose which information the person below is able to see.
• I can turn off or limit access for the person below at any time through my BHCC Self-Service account. The information available in BHCC Self-Service includes billing statements, financial aid information, grades, and student planning information.
• Completing this form applies to online account access only and does not take the place of a signed FERPA agreement. I understand that in order for BHCC staff to share information with the person below, I will also need to complete a separate FERPA agreement.

Student Signature Date

Authorized User Information:

First Name: _____ Last Name: _____

BHCC ID (if applicable): _____

Relationship to Student: _____

Email Address: _____

Organization Name (if applicable): _____

Please return this form online or in person to Student Central:
Charlestown Campus
Second Floor, B-Building Lobby
https://www.bhcc.edu/financialaid/financialaidforms/financialaidformupload/