

How to Share Your Financial Aid and Billing Information with Profile Sharing

1. To provide another person with access to that information on your account, you will need to invite them via your *myUMBC* account by logging in and choosing Sharing from the drop down menu under your name. Enter their email address and telephone number.

Type the email address of the person you want to invite to share your profile with.

IMPORTANT: To accept the invite, they must have a UMBC, Google, or Facebook account.

Email:

Phone:

Grant this person the ability to also access this information by phone, email or in person.

2. Determine whether or not you would like the person to be able to call, email, or visit the Office of Financial Aid and Scholarships to obtain information in addition to being able to view it through the *myUMBC* account.

Type the email address of the person you want to invite to share your profile with.

IMPORTANT: To accept the invite, they must have a UMBC, Google, or Facebook account.

Email:

Phone:

Grant this person the ability to also access this information by phone, email or in person.

3. To provide the person with the best understanding of your financial and billing information, **grant the person access to at least To Dos, Holds, & Alerts and Billing and Financial Aid Information.**

Share Profile

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student education records by limiting the disclosure of such records. A student may request that UMBC disclose records by sharing their own profile with another person. You may direct UMBC to share your profile with as many people as you wish.

The person with whom UMBC shares your profile, at your direction, may access the educational or other records through myUMBC. You may also grant this person the ability to contact university offices by phone, email or in person to access your records.

Type the email address of the person you want to invite to share your profile with.

IMPORTANT: To accept the invite, they must have a UMBC, Google, or Facebook account.

Email:

Phone:

Grant this person the ability to also access this information by phone, email or in person.

Grant access to the following parts of my profile: (you can change this later)

- View Profile Summary**
Some basic info, including UMBC-specific IDs and billing address.
- View Current Classes**
Currently enrolled courses, as well as courses registered for in the future.
- View Grade History**
A complete history of grades received in all past courses.
- View To Dos, Holds, & Alerts**
Critical messages from the University.
- View Blackboard Activity**
An overview of Blackboard usage compared to others.
- View Billing and Financial Aid Information**
Summary of billing and financial aid information. To allow this individual to view the detailed bill online and pay outstanding balances, you must also [set up a Parent PIN](#).

Grant Access

4. Once you have granted the person access to your profile, they will receive an email with instructions on how to login. Once they have logged in for the first-time, the person will have accepted their invitation to view the profile. The person may visit: my.umbc.edu to login in the future to access the information. Accepting the invitation also allows them to call, email or visit our offices for information if you checked the box indicating that they may do so.

A Note Regarding Authorized Users: If your authorized person is trying to accept the invitation via Google+ (Gmail), please ensure that you (the student) are not logged into your *myUMBC* account in the same browser window.

You may tell if this is an issue if your authorized user receives the message that “you cannot authorize yourself.” The best solution is to have the authorized person log into their email in different Internet browser if the same computer must be used.

Additional questions regarding Profile Sharing may be answered by the university’s Profile Sharing FAQs or the DoIT Help Desk at 410-455-3838.