Managing Guests

The **Manage Guests** page in MyBU Student allows students to grant guest access for third parties such as family members to view certain aspects of their student information. It's also where students can authorize **Consent to Disclosure**, which allows the University to communicate with parents/guardians/others in certain limited circumstances.

The ability to manage guest users in MyBU Student is in accordance with Boston University’s obligations under the federal Family Educational Rights and Privacy Act (FERPA).

The University policy on the release of student information can be found here: [https://www.bu.edu/reg/academics/ferpa/release/](https://www.bu.edu/reg/academics/ferpa/release/)

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**To add a new Guest User**, follow the on-screen prompts including the FERPA acknowledgement. From there, the only information needed to initiate guest access is the designee’s name and email address.

Once you click Save, two emails will be sent to the Guest User with instructions for them to set up their guest account. The Guest User will have a view of MyBU Student similar to yours, but limited to the permissions you set.

You can modify or revoke access for an existing Guest User at any time by visiting the Manage Guests page.

You can also reset the password for a Guest User if needed. This creates a new auto-generated password and emails it to the Guest User.

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*For former ShareLink users: Even if you’ve previously granted ShareLink access and/or Consent to Disclosure for someone, you will need to newly set up Guest Access for them in MyBU Student.*

Note: Granting access to 1098-T may not be available until after June 2024.