

# ASSUMPTION COLLEGE GRADUATE STUDIES

## ONE TIME EMAIL AUTHORIZATION

Dear Graduate Student,

Assumption College takes your privacy seriously. Under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), you have the right to privacy with regard to your educational record. Information regarding your grades, progress to degree, and overall campus experience cannot be revealed by Assumption College to anyone without your written consent.

We also are aware of the confidential nature of your student ID, username, password, and email account. However, given that our graduate student systems are online, you will need access to these systems as soon as possible to get started on your academic pursuit. The systems that will require access are:

- **My.Assumption**, the College's portal and communication system;
- **Houndmail**, your Assumption College email server, and;
- **Brightspace**, our online course delivery system.

The signature below is permission to allow the appropriate Assumption College personnel to send you the following information via email which includes your Assumption College:

- Student ID Number
- Username
- Password
- Email account

This authorization is on a one-time basis and will be sent to the personal email address you provided on your application and have listed below. This agreement can be nullified or changed at any time, by written request to the Director of Graduate Enrollment and Management Services, Assumption College, 500 Salisbury Street, Worcester, MA 01609.

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### COMPLETE THIS SECTION AND RETURN TO GRADUATE STUDIES

I hereby give my permission for the appropriate Assumption College personnel to send my Assumption College student ID number, username, password, and email account via the email account that I have provided on my application and listed below to Assumption College.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Please Print

Student Signature: \_\_\_\_\_

Email Account: \_\_\_\_\_  
Please Print

***This completed form may be emailed to [graduate@assumption.edu](mailto:graduate@assumption.edu), faxed to 508.799.4412 or mailed to Graduate Studies, Assumption College, 500 Salisbury Street, Worcester, MA 01609.***

Note: You will need to reply to an initial email to confirm your email account listed above before your Assumption College Student ID number, username, password, and email account will be sent.