

# Overview of Guest Account Process for mavlink

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## Creating a New Guest Account

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### Students:

1. Log into Mavlink and click **Profile > Guest Parent Access**.

**Guest Management** [X]

**I Understand**  
By clicking the **SAVE** button, you are agreeing to the disclosure of the personally identifiable information contained in your education records to this guest. Your selection will be valid for all campuses for which you have activity, and you can modify these permissions at any time.

In order to maximize my academic experience at the University of Nebraska as facilitated through communication, support and monitoring of my academic efforts, I give permission to the University of Nebraska personnel who are in possession of my education records, (e.g. my professors, tutors, advisors, the Office of the Registrar/Records, the Athletic Department Staff, including coaches, and administrators) to discuss my academic performance with and to provide any record or information concerning my academic record or academic performance.

Once the **SAVE** button has been pushed, an email will be sent to the guest; The **Shared Secret** will also be provided to them for future identification needs.

**Existing Guests**  
Previously created guest accounts will be listed. Click on that guest to view/manage the guest access. If you have created duplicate guest IDs using the same email account you will need to pick the Guest ID that you want associated with your student information. Other guest IDs using that same email address will be removed from your account. If your guest's email address has changed or is incorrect, you will need to add a new guest with the email address and communicate the change to your guest. An email will be sent to the guest with the new user id and password.

**New Guests**  
To add a new guest, enter the email address of your guest.

2. Enter the email of the guest you wish to grant access. Click **Submit**.

**Guest Management** [X]

**New Guest Registration**   
mavparent@gmail.com does not have a guest account. You can create one by completing the form below.

**Guest First Name \***

**Guest Last Name \***

**Guest Date Of Birth**

3. Enter your guest's first name, last name and date of birth.
4. Click **Save**.

**Guest Management** [Close]

**Permissions for Mama Maverick - SP466723** [Return]

<b>Online</b> ⓘ	<b>In Person</b> ⓘ	<b>Personal Information</b> ⓘ
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Financial Aid</b> ⓘ
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Student Accounts</b> ⓘ
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Student Records</b> ⓘ
<input type="checkbox"/>		

**Shared Secret \***

Secret word or phrase

[Save]

**Resend Email to mavparent@gmail.com**

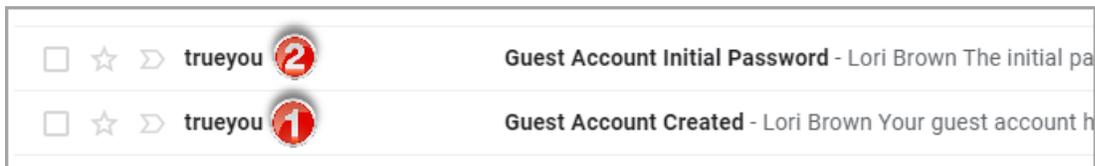
Your guest was sent an email from trueyou@nebraska.edu with a link that must be clicked to claim the account prior to logging in. If they did not receive this email or deleted it, click the **Resend Email** button. An email will then be sent to the guest email account.

[Resend Email]

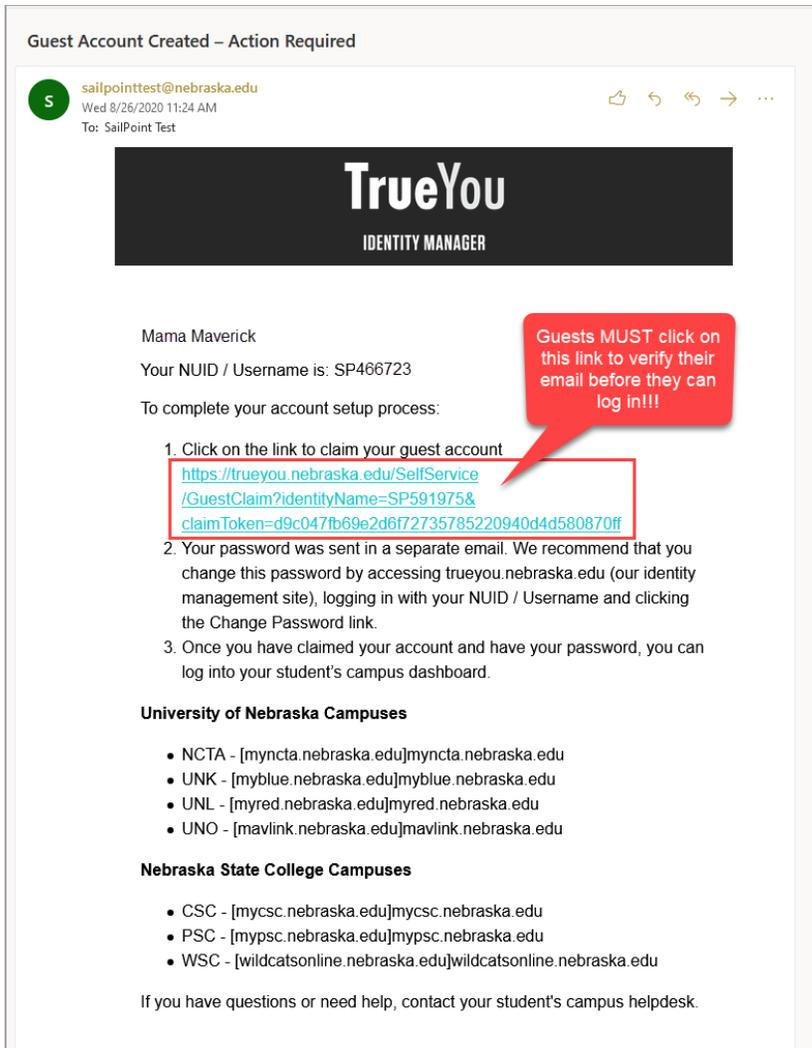
5. Select the check boxes to add access. Click the “I” icons to view a summary of each section. Create a shared secret word or phrase for future account identification – this will be sent to the guest in a notification that their access has been granted.
6. Click **Save**.

## Guest:

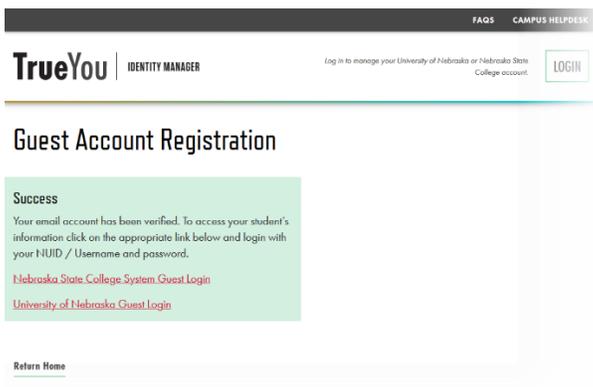
After the student enters their guest’s Name and Birthdate and clicks **Save**, the guest will receive TWO separate emails:



**Email #1:** This email contains the guest’s NUID and a link to verify their email address. **THE GUEST MUST CLICK ON THE LINK TO VERIFY THEIR EMAIL ADDRESS BEFORE THEY CAN LOG INTO THE STUDENT’S ACCOUNT.**

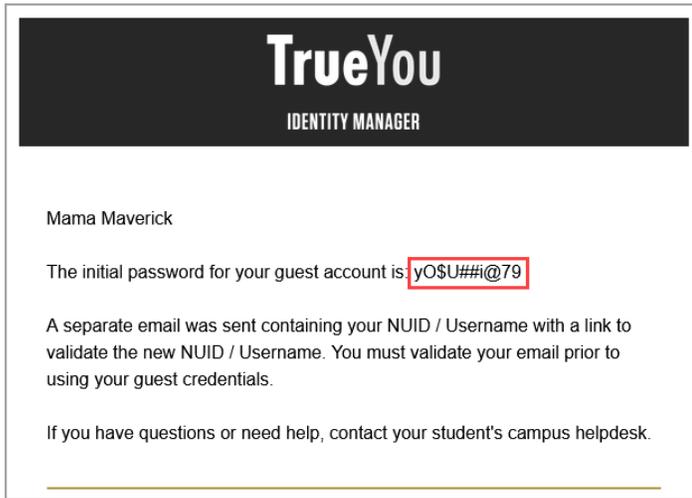


1. Click on the link in the email, or copy and paste it into a browser.



2. At this point, the guest can log into TrueYou with their initial password (in Email #2) and change their password if they wish.

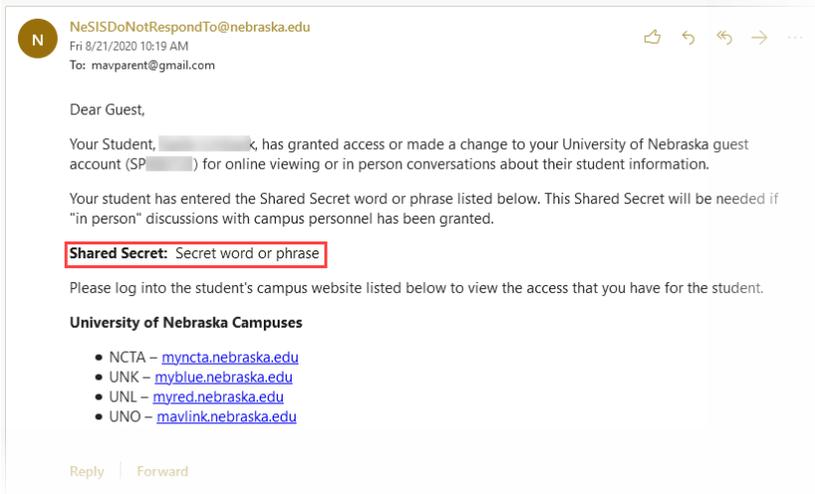
**Email #2:** This email contains the guest's initial password. They will need this after they have completed the action in Email #1.



After the student has granted access to the guest (Step 5 above), the guest will receive another email:



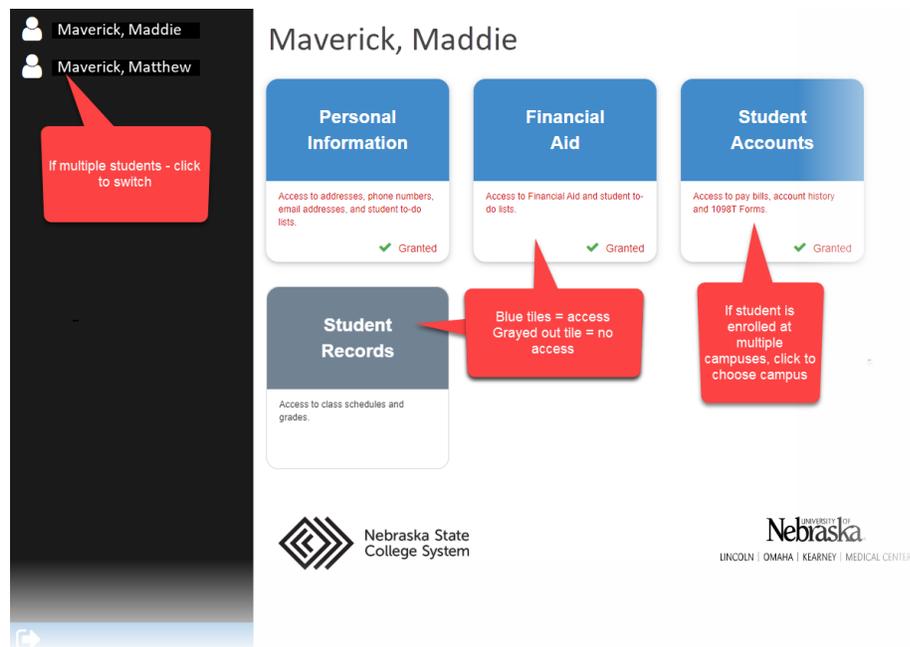
**Email #3:** This email verifies that the guest's access has been granted and/or changed and contains the Shared Secret that was entered by the student. They will receive this email any time the student changes the guest's access, but it will not divulge what has been added/changed and/or deleted.



# Logging into the Guest Dashboard

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At this point, the guest can use the link in the email above to log into mavlink using the GUEST option.



1. Click on a student to view their information.
2. Blue tiles indicate the student has granted access to that information.
3. Grayed-out tiles indicate the student has not granted access to that information.
4. If the student is enrolled at multiple University of Nebraska campuses, once the guest clicks on a tile, those campuses will be listed that the guest can choose from.



# Adding an Existing Guest Account

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1. If a student enters an email for a guest that already exists, they will go right to the Permissions screen.

**Guest Management** [Close]

Permissions for Papa Maverick - SP100000 [Return]

Online ⓘ	In Person ⓘ	Personal Information ⓘ
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Financial Aid ⓘ
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Student Accounts ⓘ
<input type="checkbox"/>	<input type="checkbox"/>	Student Records ⓘ
<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**Shared Secret \***

Secret word or phrase

[Save]

2. Once they click Save, the guest will receive a notification that they've been granted access.

## Adding a Guest with Multiple Accounts

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1. If a student enters an email address that is associated with more than one existing guest account, they will be prompted to choose which guest account to retain.

**Guest Management** [Close]

**Guest Accounts** [Return]

More than one guest account was found for nanamaverick@gmail.com.  
Please select the account you would like to use.

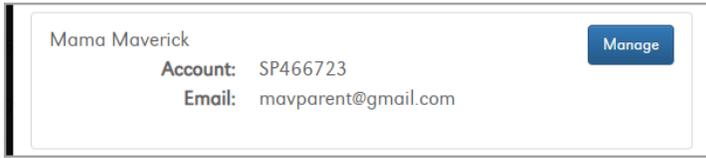
Nana Maverick	[select]
Account: SP100001	
Email: nanamaverick@gmail.com	
<hr/>	
Nana Maverick	[select]
Account: SP100002	
Email: nanamaverick@gmail.com	

2. Click **Select** beside the account they wish to retain.
3. Assign permissions and click **Save**.

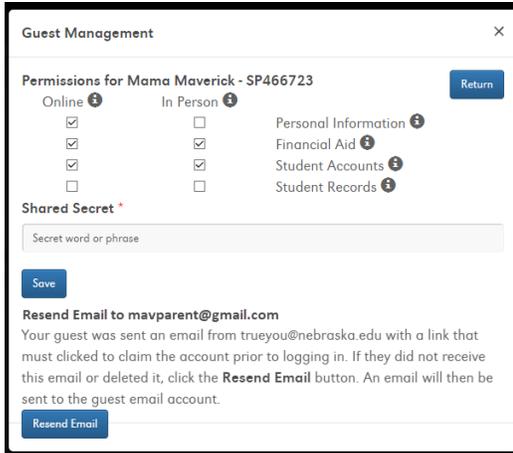
## Managing a Guest Accounts

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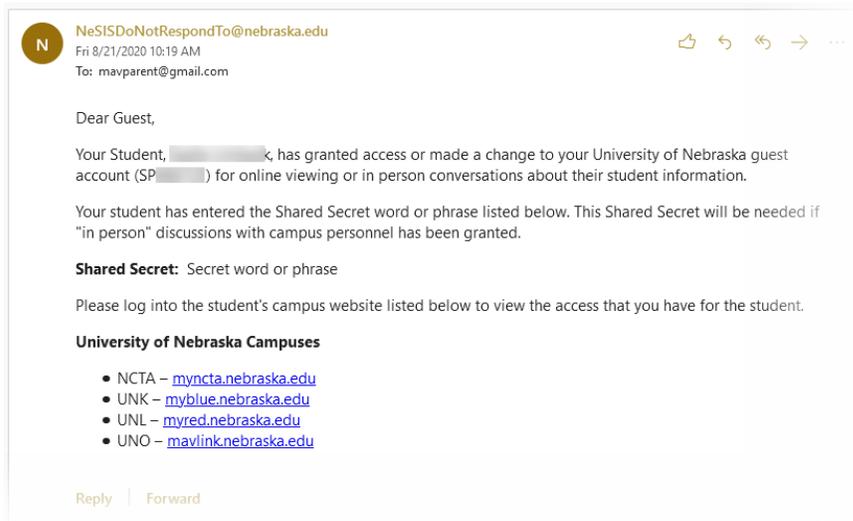
1. Log into mavlink and click **Profile > Guest Parent Access**.



2. Existing guests will be listed at the bottom of the page. Click **Manage** beside the guest to manage.



3. Change the guest's access or the Shared Secret as necessary.
4. Click **Save**.

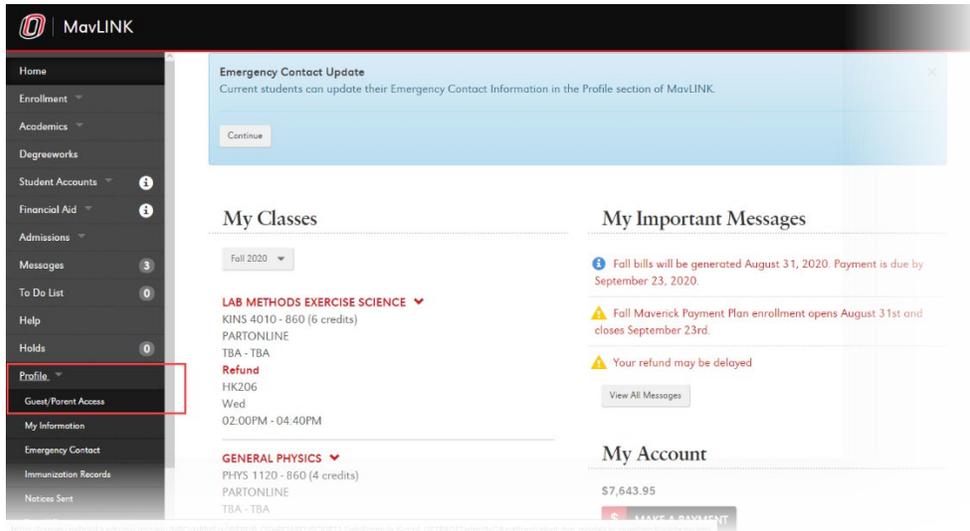


5. The guest will receive an email stating their access has been changed.

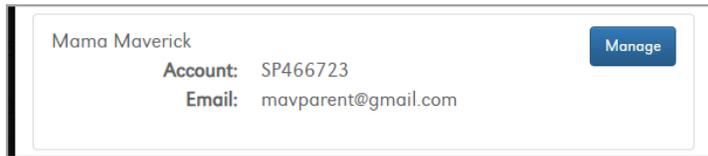
## Resending Guest's Claim Account Email

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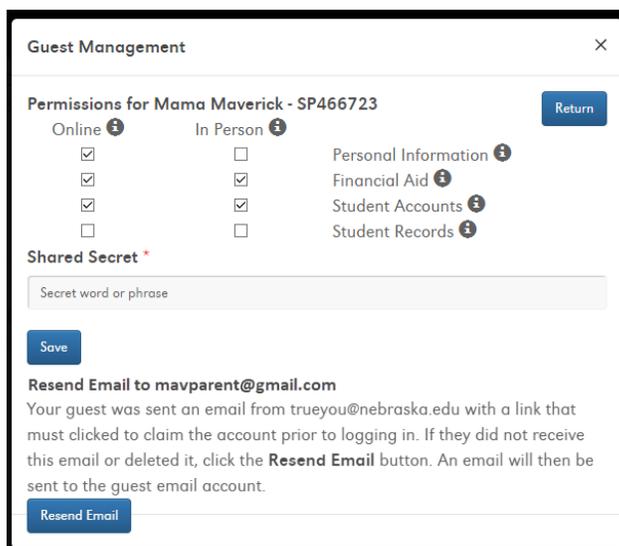
If a guest never received the initial email with the link for them to click to verify their email, or if they accidentally deleted it, the student can resend the email to their guest allowing them to complete the process.



1. Log into mavlink and click **Profile > Guest/Parent Access**.



2. Existing guests will be listed at the bottom of the page. Click **Manage** beside the guest to resend the email to.



3. Click **Resend Email**.

# TrueYou

## IDENTITY MANAGER

Mama Maverick

Your NUID / Username is **SP466723**

Guests MUST click on this link to verify their email before they can log in!!!

To complete your account setup process:

1. Click on this link to claim your guest account

<https://trueyou.nebraska.edu/SelfService/GuestClaim?identityName=SP591975&claimToken=d9c047fb69e2d6f72735785220940d4d580870ff>

2. If you do not have the password that was sent to you earlier in a separate email you will need to reset it. Once you have claimed your account by clicking on the link above, click Return Home. In the Manage Your Accounts menu, click Forgot Password and follow the steps to reset your password.
3. Once you have claimed your account and have your password, you can log into your student's campus dashboard

### University of Nebraska Campuses

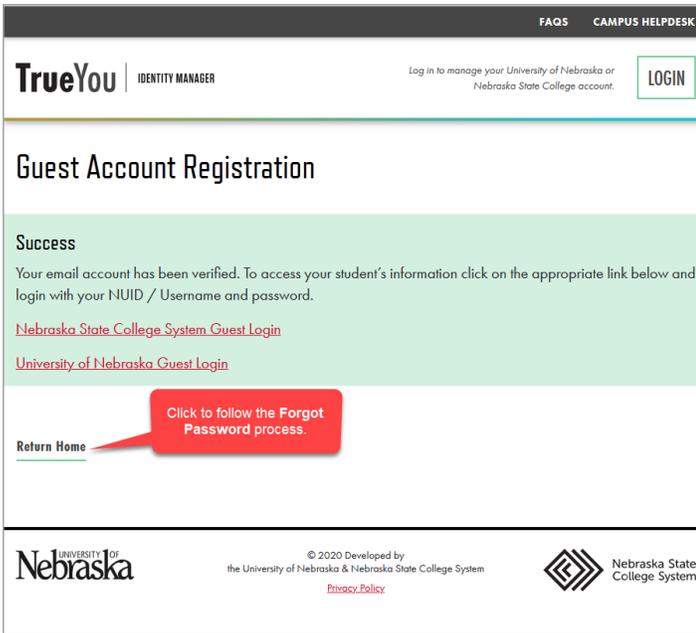
- NCTA - [myncta.nebraska.edu]myncta.nebraska.edu
- UNK - [myblue.nebraska.edu]myblue.nebraska.edu
- UNL - [myred.nebraska.edu]myred.nebraska.edu
- UNO - [mavlink.nebraska.edu]mavlink.nebraska.edu

### Nebraska State College Campuses

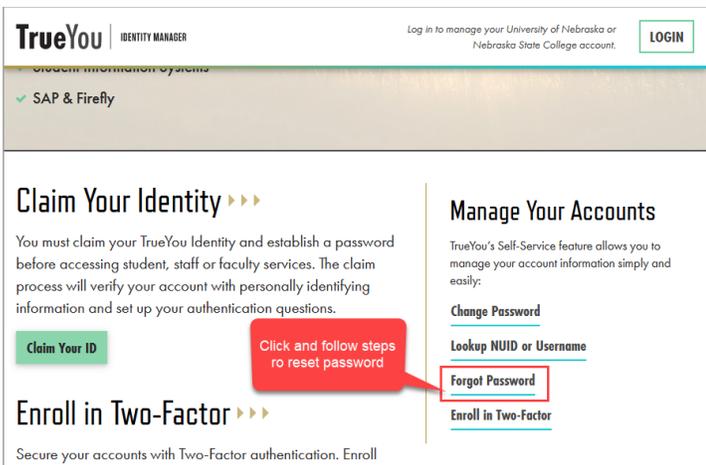
- CSC - [mycsc.nebraska.edu]mycsc.nebraska.edu
- PSC - [mypsc.nebraska.edu]mypsc.nebraska.edu
- WSC - [wildcatsonline.nebraska.edu]wildcatsonline.nebraska.edu

If you have questions or need help, contact your student's campus helpdesk.

4. The guest will receive the email above. **They must click on the link to claim their account.**



5. Click **Return Home**.



6. Click **Forgot Password** and follow the steps to reset the password.