

Guest/Parent Access initiated by Guest

1. Guest goes to Trueyou. (trueyou.nebraska.edu). If the guest has an NUID, they will log into TrueYou with their NUID and Password. If the guest does not have an NUID, they will select the Request Account.

The screenshot shows the TrueYou Identity Manager website. At the top right, there are links for 'FAQS' and 'CAMPUS HELPDESK'. The main header includes the 'TrueYou' logo, 'IDENTITY MANAGER', and a 'LOGIN' button. Below the header, there is a section with a background image of a field. On the left, it says 'TrueYou is the Identity Management system where you manage your authentication information, such as changing your password and answering your authentication questions.' On the right, it says 'Use your TrueYou credentials at all University of Nebraska campuses and Nebraska State Colleges to access:' followed by a list: 'Student Information Systems' and 'SAP & Firefly'. Below this, there are two main sections: 'Claim Your Identity' and 'Request Guest Access'. The 'Request Guest Access' section has a 'Request Account' button highlighted with a red box. To the right of these sections is a 'Manage Your Accounts' section with links for 'Change Password', 'Lookup NUID or Username', 'Forgot Password', and 'Re-activate Account'. The footer contains the University of Nebraska logo, copyright information, a 'Privacy Policy' link, and the NSCS logo.

TrueYou | IDENTITY MANAGER

Log in to manage your University of Nebraska or Nebraska State College account. **LOGIN**

TrueYou is the Identity Management system where you manage your authentication information, such as changing your password and answering your authentication questions.

Use your TrueYou credentials at all University of Nebraska campuses and Nebraska State Colleges to access:

- ✓ Student Information Systems
- ✓ SAP & Firefly

Claim Your Identity >>>

You must claim your TrueYou Identity and establish a password before accessing student and faculty services. The claim process will verify your account with personally identifying information and set up your authentication questions.

Claim Your ID

Request Guest Access >>>

Request a guest account if you are not a University of Nebraska / Nebraska State College student or employee.

Request Account

Manage Your Accounts

TrueYou's Self-Service feature allows you to manage your account information simply and easily:

- [Change Password](#)
- [Lookup NUID or Username](#)
- [Forgot Password](#)
- [Re-activate Account](#)

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NSCS

***Steps 2 – 8 are for guests that DO NOT have an NUID and password already.

2. The Guest Registration form is displayed. ***This is only for guests that DO NOT have a current NUID.

Guest needs to select Access My Student's Information in the Reason for Request Dropdown. Select Submit.

The screenshot shows a web browser window with the URL <https://saipointest.nebraska.edu/identitymanager/GuestRegistration.jsp>. The page header includes "TrueYou | IDENTITY MANAGER" and a "LOGIN" button. The main heading is "Guest Registration". Below the heading, there is a prompt: "Provide the following information to start the registration process." followed by three downward-pointing chevrons. The form contains several fields: "First Name" (Wendy), "Last Name" (Test), "Date of Birth" (04/02/1975), "Reason for this Request" (dropdown menu with "Access my Student's Information" selected), "Auditor" (empty), "Consultant" (empty), "Confirm Email" (empty), "Enter Password" (empty), and "Confirm Password" (empty). At the bottom, there is a reCAPTCHA "I'm not a robot" checkbox and a "Submit" button.

*****The password that you create will need to be used to log into MavLINK when user receives their guest user name.

3. Email is sent to Guest.

Guest Registration

Success

Your registration has been submitted successfully. Please check the email address you provided for your NUID / Username and information on completing the process.

[Return Home](#)

4. Below is the email the guest receives. This will have the NUID/UserName the guest will need to use along with the password they created in step 9.

TrueYou

IDENTITY MANAGER

Johnny Test

Your Guest account has been created. Please follow the steps below to complete the process.

1. Click on the link below to verify your email, or copy and paste it into an Internet browser window.
2. When prompted, log into TrueYou with the NUID / Username listed below and the password you created when you submitted your request.
3. Once logged in, enter your student's NUID, which was included in an earlier email, or can be given to you by the student.
4. Your student will then grant your access to their student information.

Your NUID / Username is: SP101822

<https://sailpointtest.nebraska.edu:443/SelfService/GuestClaim?identityName=SP101822&claimToken=d7ba9b8cf5b9bebc2fd9cce0395319ee59136488>

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

TrueYou is the Identity Management system where you manage your authentication information, such as changing your password and answering your authentication questions as well as managing your parent/guest accounts for the Student Information system.

Contact your Campus Helpdesk for Assistance:

Chadron State College

✉ helpdesk@csc.edu

☎ 308-432-6311

Peru State College

✉ computerservices@peru.edu

☎ 402-872-2270

University of Nebraska Central Administration

✉ itservicecenter@nebraska.edu

☎ 877-472-7694

University of Nebraska Kearney

✉ unkhelpdesk@unk.edu

☎ 308-865-8363

University of Nebraska—Lincoln

✉ helpdesk@unl.edu

5. Guest completes ID setup by selecting the link.



[REDACTED], your Guest account has been created and your Username is SP100038. Please follow the link below to verify your email and log in using the Username above and the password you entered on your request form. Once you have logged in, you will need to provide your student's NUID to finalize the guest access request. Your student will then process the request to have access to their educational records.

<https://sailpointtest.nebraska.edu:443/SelfService/GuestClaim?identityName=SP100038&claimToken=1fae30498f3c1f432ba3586d802de92c341c8e61>

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

TrueYou is the Identity Management system where you manage your authentication information, such as changing your password and answering your authentication questions as well as managing your parent/guest accounts for the Student Information system.

Contact your Campus Helpdesk for Assistance:

6. Once the email has been verified, the guest will receive this message:

A screenshot of the TrueYou Identity Manager web interface. At the top right, there are links for "FAQS" and "CAMPUS HELPDESK". The main header includes the "TrueYou IDENTITY MANAGER" logo and a "LOGIN" button. Below the header, the page title is "Guest Account Registration". A green success message box states: "Success. Your email account has been verified. Please login using your NUID / Username and password to request access to your student's information." A "Return Home" link is provided below the message. The footer contains the University of Nebraska logo, copyright information for 2017, and the NSCS logo.

FAQS CAMPUS HELPDESK

TrueYou | IDENTITY MANAGER Log in to manage your University of Nebraska or Nebraska State College account. **LOGIN**

Guest Account Registration

Success

Your email account has been verified. Please [login](#) using your NUID / Username and password to request access to your student's information.

[Return Home](#)

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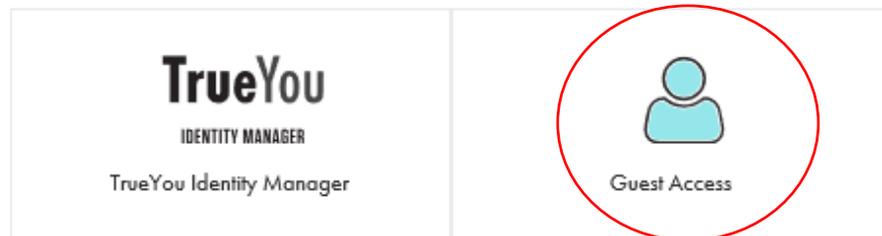
7. Select the login link.
8. This will go to <http://trueyou.nebraska.edu>. This will specify the student ID the guest wants to request access.

University of Nebraska & Nebraska State College

Single Sign On

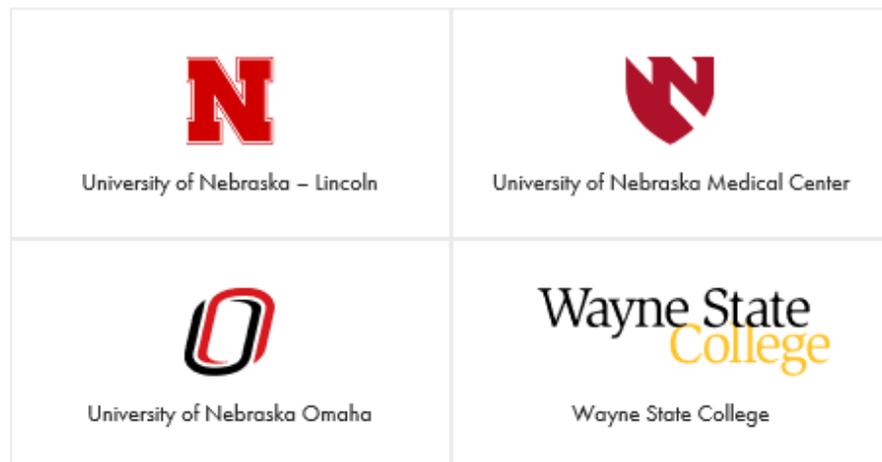
Sign On Using Your TrueYou Identity

(Firefly, SAP, MyBlue, MyRecords, MyRED, MyNCTA, MaxLINK, MyCSC, MyPSC, WildcatsOnline, Campus Solutions, etc.)



Sign On Using Your Campus Identity

(Blackboard, Canvas, Sakai, Campus Email, etc.)



9. Select the Guest Access tile.
10. Sign on using the ID assigned in step 11 and the password you created in step 9.

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Single Sign On

TrueYou

IDENTITY MANAGER

Sign in using your TrueYou credentials.

Username

Password

Don't Remember Login

Login

To protect the security of your account, close the browser window to complete the logout process.

[Forgot your password?](#)

[Help Desk Support](#) [402-472-7373](#)

11. The account services page is displayed. Select Request Guest Access.

TrueYou | IDENTITY MANAGER FAQS CAMPUS HELPDESK

Hello, Wendy Test [Account Home](#) | [Log Out](#)

Account Services

- Account Settings
 - [Change Password](#)
 - [Change Security Answers](#)
 - [Request Guest Access](#)**
 - [Log Out](#)

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12. Guest requests access to student's information.

TrueYou | IDENTITY MANAGER [Account Home](#) | [Log Out](#)

Access Request

Provide the NUID of the student you received in the confirmation email in the field below.

▼ ▼ ▼

Student NUID

✓ I'm not a robot
reCAPTCHA
Privacy - Terms

[Submit](#)

13. Student receives notification that access has been requested.

Guest has requested access to your student information



NeSISDoNotRespondTo@nebraska.edu

Today, 4:23 PM

mirandajangula@gmail.com



Reply all | v



Action Items



[REDACTED],

Your Guest, Wendy Test, has requested access to your educational information. Please log into your campus portal (listed below), to grant access for the account. If you received duplicate notifications, it is because you currently have or in the past have had an association with both a University of Nebraska campus and a Nebraska State College. If you would like your guest to have access in both campus's portals, you will need to log into each one and grant access to your guest.

Nebraska State Colleges

- CSC – mycsc.nebraska.edu
- PSC – mypsc.nebraska.edu
- WSC – wildcatsonline.nebraska.edu

University of Nebraska Campuses

- NCTA – myncta.nebraska.edu
- UNK – myblue.nebraska.edu - [Guest Account Instructions](#)
- UNL – myred.nebraska.edu
- UNMC – myrecords.nebraska.edu
- UNO – mavlink.nebraska.edu

If you have questions or need help, please contact your campus helpdesk.

Helpdesk for the Nebraska State Colleges

- CSC – mycsc.nebraska.edu - 308-432-6311
- PSC – mypsc.nebraska.edu - 402-872-2270
- WSC – wildcatsonline.nebraska.edu - 402-375-7107

Helpdesk fo the University of Nebraska Campuses

- NCTA – myncta.nebraska.edu - 402-472-3970
- UNK – myblue.nebraska.edu - 308-865-8363
- UNL – myred.nebraska.edu - 402-472-3970
- UNMC – myrecords.nebraska.edu - 402-559-2899
- UNO – mavlink.nebraska.edu - 402-554-4357

14. Student logs into MavLINK to designate access. It is under Profile on the left hand navigation. They select Guest Parent Access.

The following screen appears with the Guest ID in Pending/Not Verified status:

Guest Management



Manage Parent/Guest Access

You have the option of giving parents and/or other guests access to your student related information, either "online" via your campus website, or "in person" with campus personnel. For example, you may give your guest the ability to pay your bill, view your grades and/or financial aid information, or speak with someone on your behalf.

- To start the guest access process, click the **Notify New Guest** button below and enter an email address to send an email to your guest containing your NUID and information on how they can request access to your information.
- To review the request of a "pending" guest account, click on the **Approve/Deny** link next to the guest you wish to process. Once completed, an email will be sent to the guest informing them that they can log into their account and view your information.
- To manage an existing guest account, click on the **Edit** link and make the necessary changes. Once completed, an email will be sent to the guest informing them that their access has been changed.

Guest User ID

SP101822

Last Name

Test

First Name

Johnny

Email Address

test546@gmail.com

Status

Pending / Not verified



Notify New Guest

15. Student Selects  icon to select the type of access to give the guest.

16. The Guest Management page is displayed. Select the areas the student wants guest to see. If they want the guest to call on the phone, they need to scroll down and check the In Person checkboxes.

My Guest: SP101822

Options To Be Granted To Parent/Guest account for 'online viewing':

Select the appropriate option(s) you would like the guest to have access to view online.

If you do not want this guest to have any access, leave all of the boxes unchecked.

Financial Aid

View Financial Aid and student to-do lists.

Personal Information

View addresses, view phone numbers, view email addresses, and view student to-do lists.

Student Accounts

View and pay bills, view account history and view 1098T Forms.

Student Records

View class schedules and grades.

Options to be granted to Parent / Guest for communications with campus personnel on your behalf:

Select the appropriate options(s) you would like the guest to have access to speak to someone on the campus on your behalf.

If you do not want this guest to have any access, leave all of the boxes unchecked.

In Person - Student Account Records

Conversations about tuition, fees, payment, collections, etc.

In Person - Academic Records

Conversations in person, over the phone or via email about final grades, classes, GPA, advising, transfer work, etc.

In Person - Financial Aid Records

Conversations about all Financial Aid information.

In Person - Student Records

In person, or on the phone or via email conversations about Admissions, Biographical Data, Addresses, Pictures, Holds, Status, Disciplinary Records, etc.

In Person - Personal Information

Conversations about Admissions, biographical data, addresses, pictures, holds, status, disciplinary records, etc.

Shared Secret*

TestGuest

Please enter a code word or phrase that will be used by campus personnel to verify the identity of this person.

I Understand

By clicking the **SAVE** button, you are agreeing to the creation of this guest access account and to the disclosure of the personally identifiable information contained in your education records, which you have selected above, to the person that you have identified in this electronic form. Your selection will be valid for all campuses for which you have activity. The reason for this consent is to permit the person identified above to access certain aspects of your education until you withdraw your consent by removing previous selections which will result in this guest account to be inactivated.

In order for me to maximize my academic experience at the University of Nebraska or State College* (PSC and WSC), as facilitated through communication, support and monitoring of my academic efforts, I give permission to the University of Nebraska or State College personnel* (PSC and WSC), 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.

By clicking the **Cancel** button, I understand I am going to exit this form which will result in "no changes being saved".

Once the **SAVE** button has been pushed, an email will be sent to the guest letting them know that they have been processed and what they need to do next. The **Shared Secret** will also be provided to them for future identification needs.

*Chadron State College will not release student education information to anyone without a signed FERPA release from the student.

Cancel

Save

17. Also, this is where they will enter the Shared Secret.

In Person - Personal Information

Conversations about Admissions, biographical data, addresses, pictures, holds, status, disciplinary records, etc.

Shared Secret*

Enter shared secret.

Please enter a code word or phrase that will be used by campus personnel to verify the identity of this person.

I Understand

By clicking the **SAVE** button, you are agreeing to the creation of this guest access account and to the disclosure of the personally identifiable information contained in your education records, which you have selected above, to the person that you have identified in this electronic form. Your selection will be valid for all campuses for which you have activity. The reason for this consent is to permit the person identified above to access certain

18. The student will select the Save button.

The guest page will display again and the guest status will change to Active instead of Pending.

Guest User ID

SP101822

Last Name

Test

First Name

Johnny

Email Address

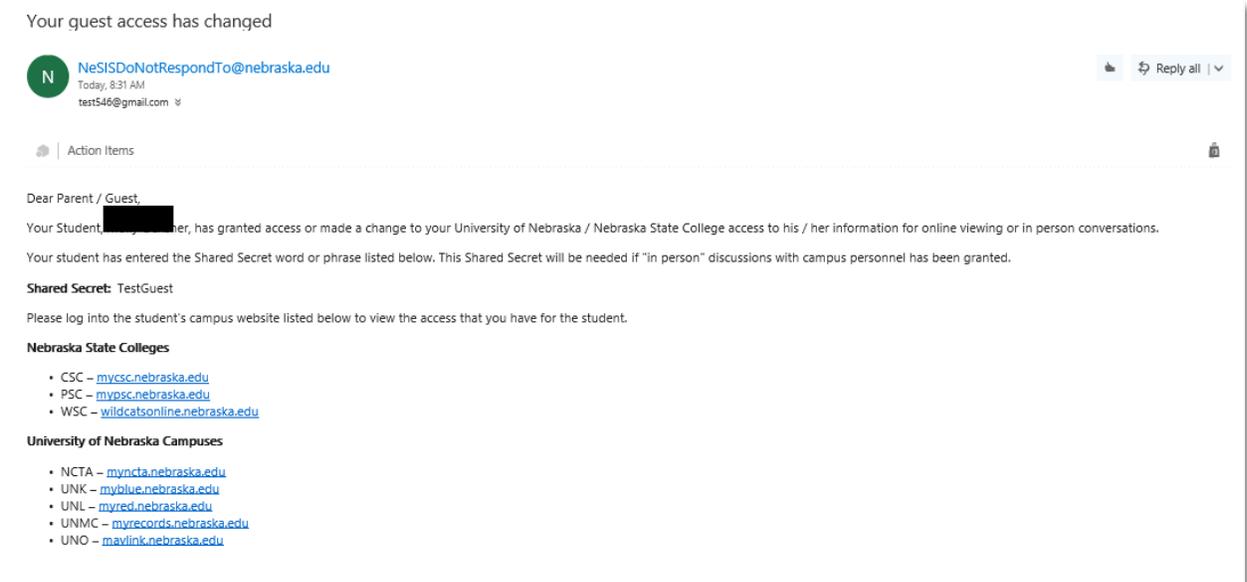
test546@gmail.com

Status

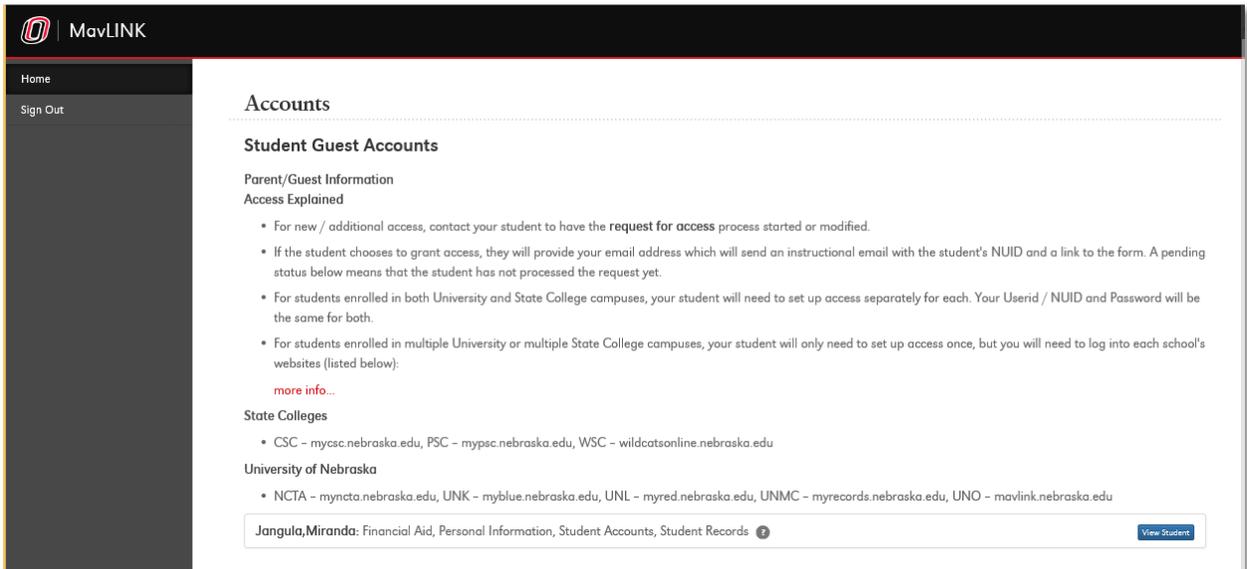
Active / Has Access



19. Guest receives notification that access has been granted and/or changed. The Shared Secret will be in this email. This will be needed for them to give when talking over the phone to the areas that were given access.



20. Guest logs into campus Guest dashboard (MavLINK) to view student's information using their NUID and password from earlier steps.



21. The guest will see all students that have granted them access. Click on the View Student. This will show the information granted from the Student. Remember that not all students will grant the same access.

The screenshot displays the MavLINK user interface. On the left is a dark sidebar with navigation links: Home, Academics, Student Accounts, Financial Aid, To Do List (with a '0' notification), Profile, and Sign Out. The main content area is divided into two columns. The left column, titled 'My Classes', shows a dropdown for 'Summer 2017' and a class entry for 'INTRODUCTN TO WORLD RELIGIONS' (RELI 1010 - 850, 3 credits, TOTLONLINE, TBA - TBA) with a 'Refund' link and a 'VIEW ALL BOOKS' button. The right column, titled 'My Account', shows a balance of '\$1,011.55' and a 'MAKE A PAYMENT' button. Below this is a 'Contact My Advisor' section listing Eric Manley (emanley@unomaha.edu, 402/554-3642) and Rachel Tomcak (rtomcak@unomaha.edu, 402/554-2458).