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.

***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 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.

TrueYou | IDENTITY MANAGER

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

LOGIN

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.

TrueYou
IDENTITY MANAGER

█████████, 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:

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

Nebraska UNIVERSITY OF

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Privacy Policy

NSCS

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, MavLINK, MyCSC, MyPSC, WildcatsOnline, Campus Solutions, etc.)

TrueYou
IDENTITY MANAGER
TrueYou Identity Manager
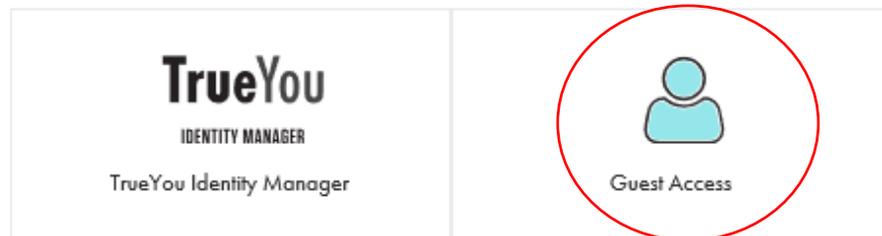
Guest Access

Sign On Using Your Campus Identity

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

University of Nebraska – Lincoln

University of Nebraska Medical Center

University of Nebraska Omaha

Wayne State College

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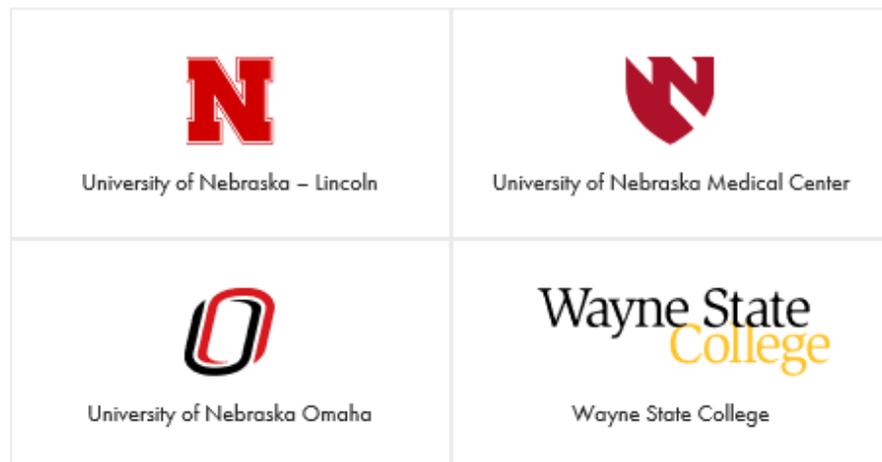
9. Select the Guest Access tile.
10. Sign on using the ID assigned in step 11 and the password you created in step 9.

University of Nebraska &
Nebraska State College

Single Sign On

TrueYou

IDENTITY MANAGER

Sign in using your TrueYou credentials.

Username

Password

Enter Your 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.

12. Guest requests access to student's information.

13. Student receives notification that access has been requested.

Guest has requested access to your student information

N   NeSISDoNotRespondTo@nebraska.edu   👍   ↩ Reply all | ⌄
Today, 4:23 PM
mirandajangula@gmail.com ⌄

Action Items 🔒

█████████ ,

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.

Guest Management   ✕

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.
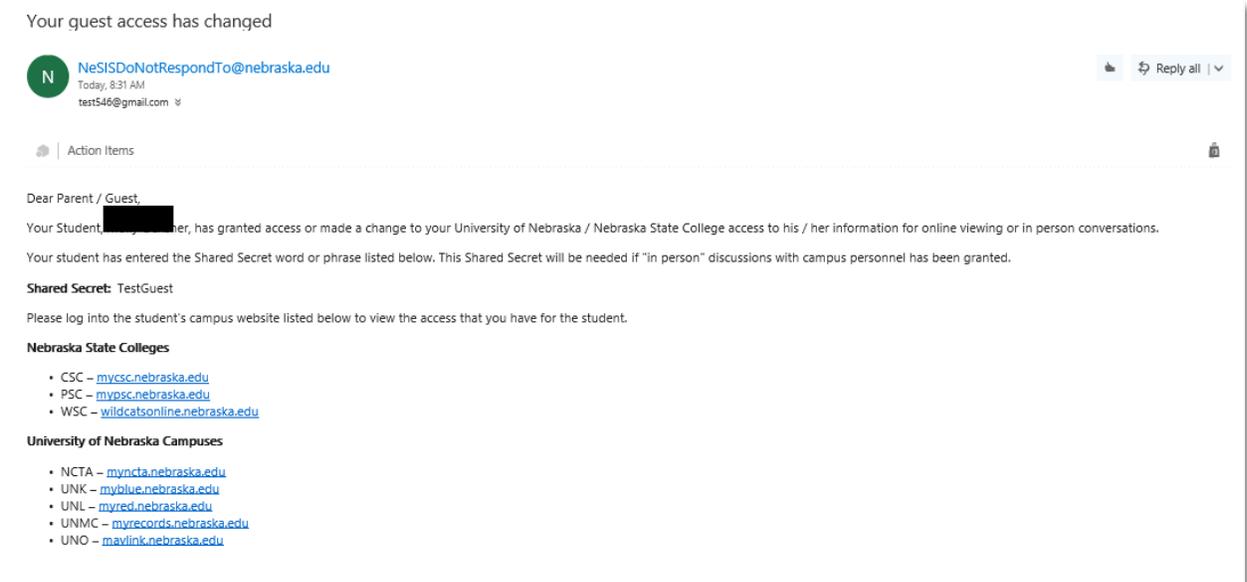
20. Guest logs into campus Guest dashboard (MavLINK) to view student's information using their NUID and password from earlier steps.
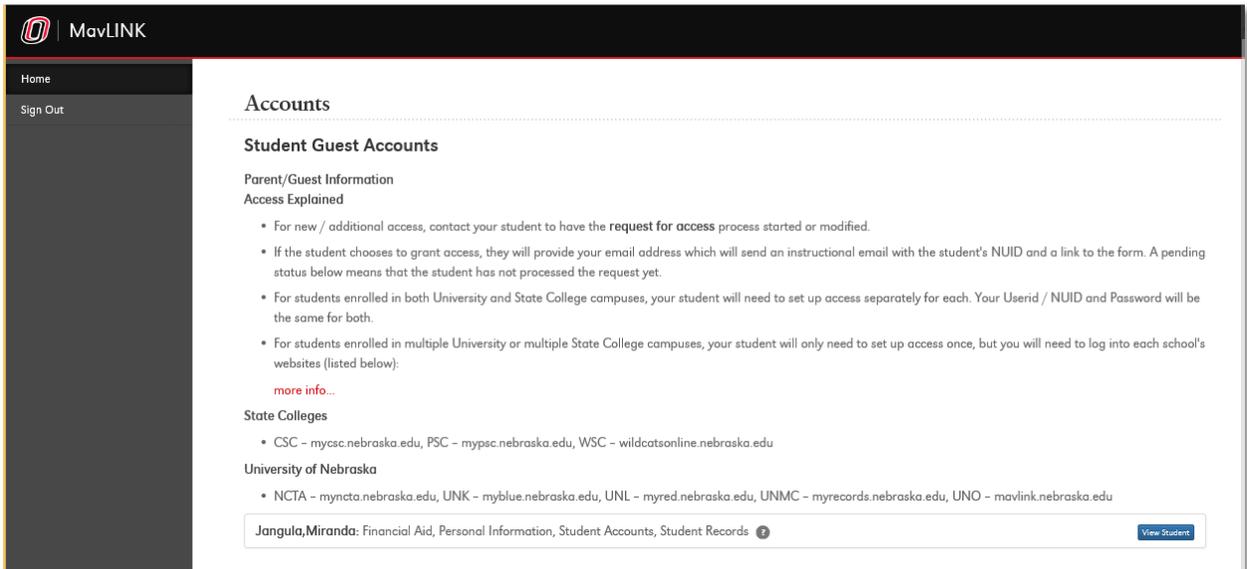
21. The guest will see all students that have granted them access. Click on the View Student. This will show the information granted from the Student. Remember that not all students will grant the same access.