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.

   ![](image)

   *****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.
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.
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=d7ba9b8cf5b9bebc269c0395319pee50136468

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**
- Email: helpdesk@csc.edu
- Phone: 308 432-6311

**Peru State College**
- Email: computerservices@peru.edu
- Phone: 402 872-2270

**University of Nebraska Central Administration**
- Email: itservicecenter@nebraska.edu
- Phone: 877-472-7694

**University of Nebraska Kearney**
- Email: unkhelpdesk@unk.edu
- Phone: 308 865-8363

**University of Nebraska–Lincoln**
- Email: helpdesk@unl.edu
5. Guest completes ID setup by selecting the link.

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

10. Sign on using the ID assigned in step 11 and the password you created in step 9.
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.
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:
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.
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 option(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.
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 aspects of your education records with limitations as set by your prior consent.

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.
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.

Dear Parent / Guest,

Your Student, [Name], has granted access or made a change to your University of Nebraska / Nebraska State College access to his / her information for online viewing or in person conversations.

Your Student has entered the Shared Secret word or phrase listed below. This Shared Secret will be needed if “in person” discussions with campus personnel has been granted.

Shared Secret: [Secret]

Please log into the student’s campus website listed below to view the access that you have for the student.

University of Nebraska
- CSU - mycsu.unl.edu
- PSC - mypsc.unl.edu
- WSC - mywsc.unl.edu

Nebraska State Colleges
- NCTA - myncta.nebraskastate.edu
- UNK - myunk.unl.edu
- UNL - myunl.unl.edu
- UNMC - myunmc.unl.edu
- UNO - myuno.unl.edu

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.