

Student Reference – Parent | Guest Access

REV1: 02/28/2020

1. Once signed into myPSC, you will find the **Parent | Guest Access** option in the lower right hand corner of the **Home** tab. You are also able to set up or manage your **Parent | Guest Access** from your **Profile** tab.

The screenshot shows the myPSC Home page with a navigation bar at the top containing: Home, Enrollment, Academics, Financial Aid, Student Accounts, Profile, Logout, and PSC. The main content area is divided into several sections:

- Messages:** Holds, Messages (5), To Dos, View My Communications.
- Advisor:** Susan Moore (smoore@peru.edu), Judith Ruskamp (jruskamp@peru.edu).
- One Stop Office:** Phone (402) 872-2228, (402) 872-2419 (tax); Email.
- Estimated Account Calculations:** NUID 56552662, Current Term Spring 2020, Current Term Balance \$3,593.00, Anticipated Aid \$0.00, Anticipated Bal Due \$3,593.00. Includes a NOTE and a LOAN DISCLAIMER.
- Classes:** Enrolled - Spring 2020. Regular Academic Session Jan 13 - May 08. Table below:

Course	Title	Day/Time	Location	Credits	Instructor
ART - 203 - 000A	2-D Design Foundation	TR 09:15AM - 11:00AM	P-AVL114	3	Kenneth Curtis
ART - 325 - 000A	Figure Drawing	TR 12:15PM -	P-AVL101	3	Susan
- Account:** Total Balance: [Make a Payment button].
- Student Quick Links:** Accept | Decline Financial Aid, Order Textbooks, PSC Travel Request.
- FERPA:** No active FERPA restrictions. Access to your account can be updated below. FERPA Restrictions: Parent | Guest Access (circled).

2. Once you've selected **Parent | Guest Access**, you will be able to either set up a **New Guests** account or **Manage Guest Access** for an existing account. Setting up a new guest will require you to enter their email to get started. An existing guest will display in this section with a management option to select their account.

The screenshot shows the myPSC Guest Access page. The navigation bar is the same as in the previous screenshot. The main content area includes:

- Messages:** Holds, Messages (3), To Dos, Communications.
- View Academics:** Academic Requirements, Enrollment Verification.
- Guest Access:**
 - Manage 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.
 - 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. Form with Email input and Submit button.

3. Setting up your new guest will then require you to enter their name, their birthday is optional. If the guest you're setting up has an email address that is already associated with another student, the system will already know the Guest First Name and Guest Last Name. Move on to the next step.

The screenshot shows a web form titled "New Guest Registration" under the "Guest Access" header. The form contains the following fields: "Guest First Name" with the value "Buster", "Guest Last Name" with the value "Bobcat", and "Guest Date Of Birth" with the value "05 / 02 / 1979". There are "Return" and "Save" buttons.

4. Saving that guest information will create your guest's SPID and allow you to select the type of permissions you want to give them for your student information. If you are managing a current guest (rather than adding a new one) you will also be presented with this screen in the event you need to update the access on an existing account you've previously associated with your student information. You must enter a shared secret if you are setting up a new guest account.

The screenshot shows the "Permissions for" screen for the guest "Buster Bobcat - SP999606". It includes a consent section titled "I Understand" with explanatory text. Below this, there are two columns of checkboxes: "Online" (all checked) and "In Person" (all unchecked). To the right, there are three more checkboxes: "Personal Information" (checked), "Financial Aid" (checked), and "Student Accounts" (checked). A "Shared Secret" field contains the text "my cat's name is sally". There are "Return" and "Save" buttons.

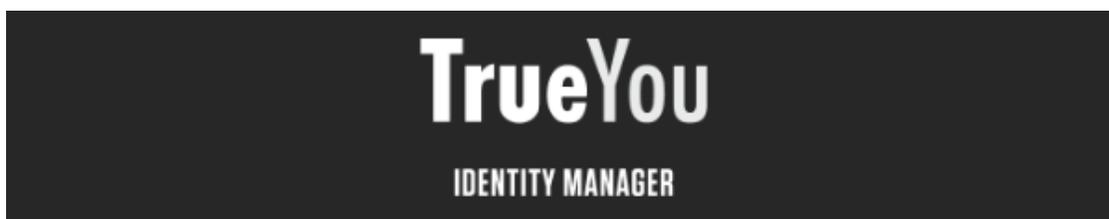
5. Once you save this new guest account, or the updates you've changed to an existing guest account, the button will update as **Saved**. The last page of this document details a few samples of the emails your guest will receive as part of the **Parent|Guest Access** process.

All 3 types of emails your guest could receive are shown at the end of this help document.

**** An existing guest will only receive the email regarding your Shared Secret information if you have updated their Shared Secret. An existing guest may not receive an email at all unless you've changed their online/in person accesses for your various types of student information.**

**** A new guest should receive all 3 emails: email (sample #1) to claim new SPID account with the link to do so, a separate email (sample #2) containing their temporary password as well the third email (sample #3) containing their Shared Secret.**

Sample of guest account email (#1) to claim association:



Buster Bobcat

Your guest account has been created. Click on the link below to verify your email. If you are not redirected, copy and paste the link into a browser window.

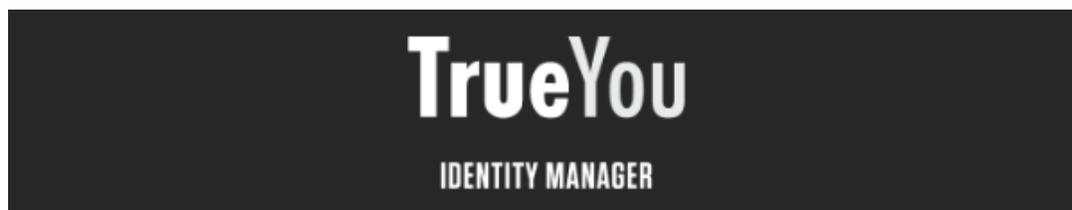
Your password was sent in a separate email. We recommend that you change this password by accessing trueyou.nebraska.edu (our identity management site), logging in with your NUID / Username and clicking the Change Password link.

Your NUID / Username is: SP999606

<https://trueyou.nebraska.edu/SelfService/GuestClaim?identityNuid=SP999606&password=8b7e94d8529aeed9>
THIS LINK MUST BE CLAIMED FOR GUEST TO BE ABLE TO LOG IN!

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

Sample of guest account email (#2) containing initial password:



Buster Bobcat

The initial password for your guest account is: IXAiMy1110

A separate email was sent containing your NUID / Username with a link to validate the new NUID / Username. You must validate your email prior to using your guest credentials.

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:

Guest account email (#3) containing shared secret or updated permissions:

Dear Guest,

Your Student, **Billy Bobcat**, has granted access or made a change to your Nebraska State College guest account (SP999606) for online viewing or in person conversations about their student information.

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: my cat's name is sally

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

Nebraska State Colleges

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