

## Parent/Guest Access

The new Parent/Guest Access through MyPSC will give a parent/guest access to a student's information online and in-person for the purpose of viewing a student's financial aid information, grades, and/or paying a bill. The new system gives you additional options for secure parent/guest access. First, the student will invite the parent/guest to access their information through MyPSC. The parent/guest will create a NUID, if they do not already have one, and then request access to the student's information through TrueYou. Next in the process, we will cover the access options the student has the ability to select for their parent/guest while in MyPSC. Last, the parent/guest will explore their view of the student's information through MyPSC as well. We have also outlined how to change or delete parent/guest access that may already have been set up.

For instructions on each part of the Parent/Guest Access process please click one of the steps below:

### [Step 1. Invite, Create, Request Parent/Guest to Access your Information](#)

Option 1 – Parent/Guest needs to create their own NUID, in order to request access to student's information  
(OR)

Option 2 – Parent/Guest has their own NUID already, in order to request access to student's information

### [Step 2. Grant Parent/Guest Access](#)

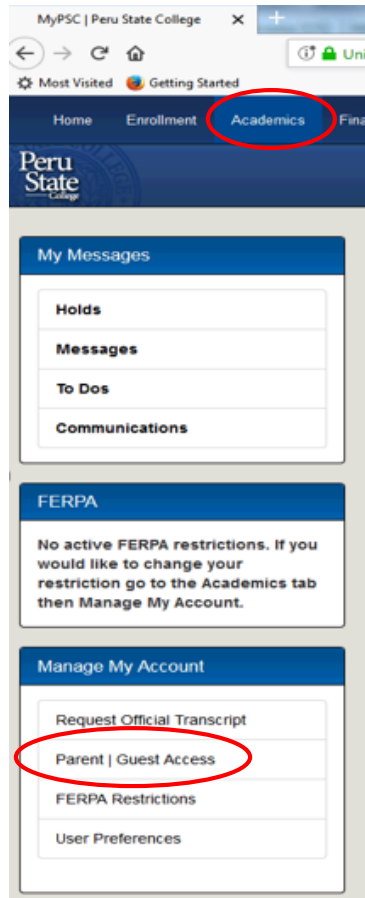
### [Step 3. View Student's Information in MyPSC](#)

### [Change or Delete Parent/Guest Access](#)

## Step 1. Invite, Create, Request Parent/Guest to Access your Information

Each parent/guest will create and use, or use a NUID (a unique individual code specific to the Nebraska College and University System), and password to access your information. Each student has their own NUID that each parent/guest will use in a one-time account set up to access your information.

1. Send a notification to your parent/guest to begin the process using MyPSC. *Login* to **MyPSC**.
2. *Click* the **Academics** tab at the top of the page and *select* the **Parent/Guest Access** button in the **Manage My Account** panel on the left.



3. *Click* the **Notify New Guest** button.

### Guest Access

#### Parent/Guest List

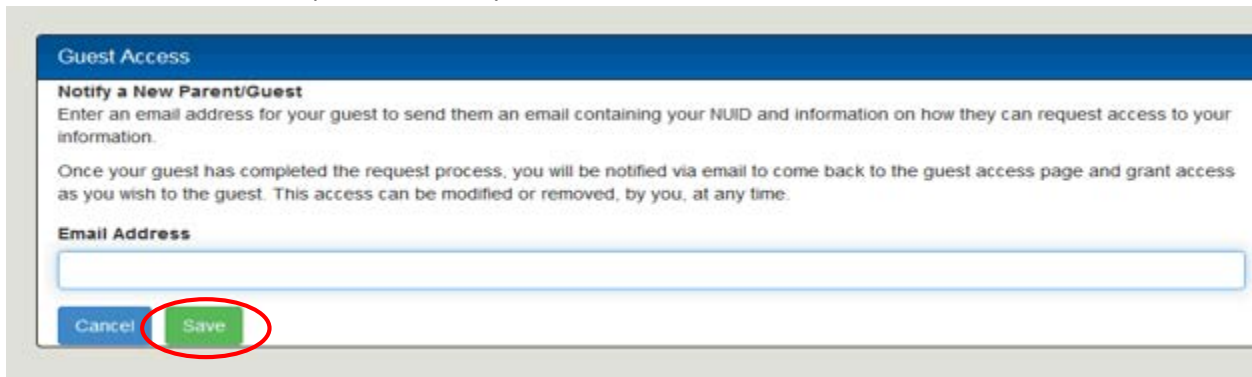
You have the option of giving parents and/or other guests access to your student related information, either "online" via your campus website, or "in person" with campus personnel\*. For example, you may give your guest the ability to pay your bill, view your grades and/or financial aid information,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

Currently, you do not have any guests, or pending guest requests. 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.

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

**Notify New Guest**

4. Type your **parent/guest's email address** in the Email Address text box so your parent/guest can receive their information regarding the process. It will include a link to TrueYou, they will need this to create and manage their parent/guest account. This informational email (also shown below) will also include your NUID, which they will need to be able to request access to your information. *Click Save.*



Sample of informational email:

**From:** [NeSISDoNotRespondTo@nebraska.edu](mailto:NeSISDoNotRespondTo@nebraska.edu) <[NeSISDoNotRespondTo@nebraska.edu](mailto:NeSISDoNotRespondTo@nebraska.edu)>  
**Sent:** Tuesday, May 15, 2018 8:59 AM  
**To:** Deann Bayne <[DBayne@peru.edu](mailto:DBayne@peru.edu)>  
**Subject:** A student has invited you to view their information

Dear Parent / Guest,

Billy Bobcat is inviting you to access his/her University of Nebraska and/or Nebraska State College education information.

**If you already have an NUID:**

1. Go to [TrueYou](http://trueyou.nebraska.edu) (<http://trueyou.nebraska.edu>).
2. Log in. If you don't know your NUID and/or password, use the links on the page.
3. After logging in, click **Request Guest Access** and enter the NUID of the student, which is listed below.

**If you do not already have an NUID:**

1. Go to [TrueYou](http://trueyou.nebraska.edu) (<http://trueyou.nebraska.edu>)
2. Click on the **Request Account** button and enter your information. You will receive an email with your ID and more information.
3. After your account is created, log into [TrueYou](http://trueyou.nebraska.edu), click **Request Guest Access** and enter the NUID of the student, which is listed below.

**Student's NUID:** 12345678

**Link to TrueYou:** <http://trueyou.nebraska.edu>

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

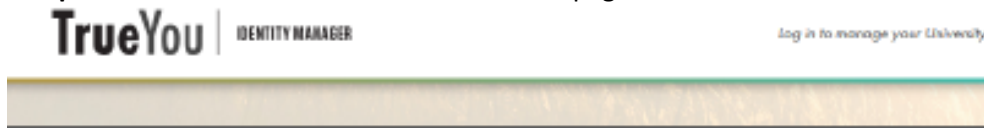
**Helpdesk for the Nebraska State Colleges**

- CSC – [mycsc.nebraska.edu](http://mycsc.nebraska.edu)
- PSC – [mypsc.nebraska.edu](http://mypsc.nebraska.edu)
- WSC – [wildcatsonline.nebraska.edu](http://wildcatsonline.nebraska.edu)

Option 1 – Parent/Guest needs to **create their own** NUID, in order to request access to student's information.  
Note: For Parent/Guests that already have an NUID, proceed to #5 in highlighted Option 2.

5. Go to the **TrueYou** website <https://trueyou.nebraska.edu>

6. Click the **Request Account** button at the bottom of the page.



## 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](#)

7. Complete the **fields** on the page and **click Submit**. The parent/guest should *make note* of the **password** they will set up here. The parent/guest will later use this password to access your information.

The image shows the 'Guest Registration' form in the TrueYou Identity Manager interface. At the top is the 'TrueYou | IDENTITY MANAGER' logo. Below it is the title 'Guest Registration' and a sub-header 'Provide the following information to start the registration process.' followed by three downward-pointing triangles. The form contains several input fields: 'First Name' (with 'Buster' entered), 'Last Name' (with 'Bobcat' entered), 'Date of Birth' (with three separate boxes for MM, DD, and YYYY), a dropdown menu for 'Reason for this Request' (with 'Access my Student's Information' selected), 'Confirm Email', 'Enter Password', and 'Confirm Password'.

TrueYou | IDENTITY MANAGER

## Guest Registration

Provide the following information to start the registration process.

▼ ▼ ▼

First Name:

Last Name:

Date of Birth:

Reason for this Request:

Confirm Email:

Your NUID / Username will be provided in a confirmation email.

Enter Password:

Confirm Password:

Sample screen once guest registration is submitted:

## 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](#)

8. Check the email account you provided for a confirmation email.



Buster Bobcat

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

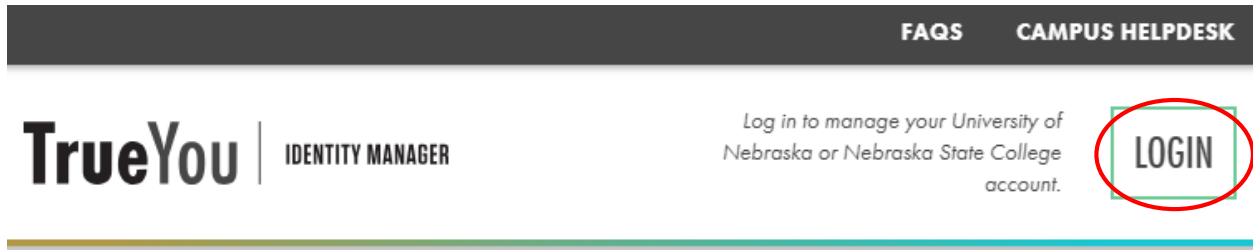
1. Click on the link below to verify your email, or copy and paste it into an Internet browser window.
2. When prompted, log into TrueYou with the NUID / Username listed below and the password you created when you submitted your request.
3. Once logged in, enter your student's NUID, which was included 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: SP000000

<https://trueyou.nebraska.edu:443/SelfService/GuestClaim?>

9. *Make note* of the **Username/NUID** included in the email. This is what the parent/guest will use to access your information.
10. *Click* on the **link** in the email to *validate the email address*.

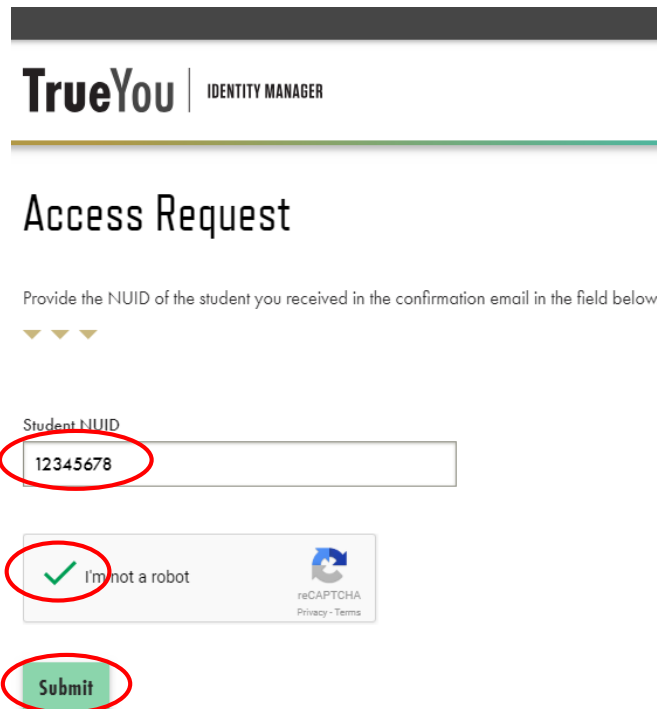
11. Click on the **link** to then LOGIN to **TrueYou**. The parent/guest will log in with the NUID that was just sent in the email (reference #8), and the password that they would've set up in their guest registration (reference #7).



12. Click Request Guest Access.



13. Enter the **NUID of the student** that was provided in the "A student has invited you to view their information" email (reference #4) and click **Submit**.



14. The student will receive an email notifying them that your account is ready for them to grant access.



## Access Request

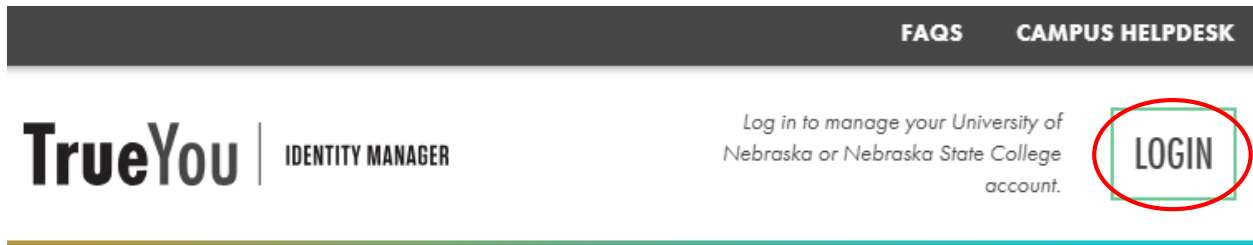
### Success

Access request has been submitted successfully. The student will receive an email to continue the process.

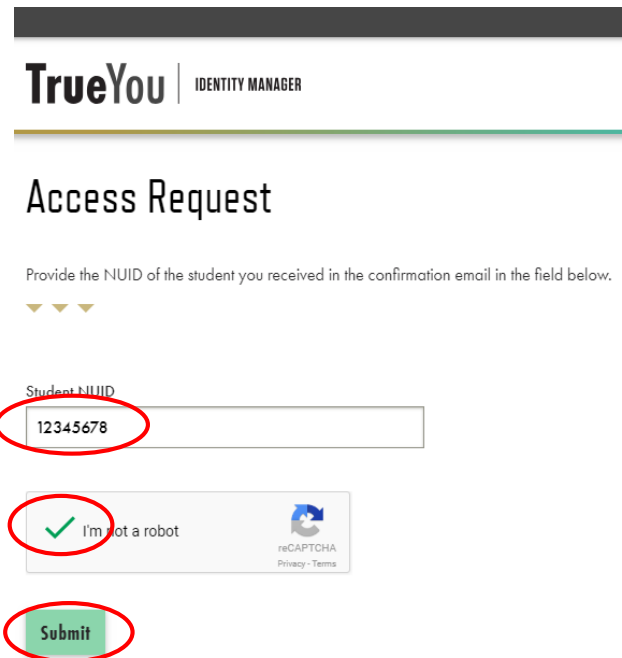
Option 2 – Parent/Guest **has** their own NUID **already**, in order to request access to student’s information

Note: For Parent/Guests that completed previously highlighted Option 1, proceed to **Step 2: Grant Parent/Guest Access.**

5. Go to the **TrueYou** website <https://trueyou.nebraska.edu> and **LOGIN** with your NUID and password. If you don’t know your NUID and/or password, use the links found on the TrueYou website.



6. After logging in, **click Request Guest Access** and **enter the NUID of the student**, which is listed in the “**A student has invited you to view their information**” email (reference #4) and **click Submit**.



7. The student will receive an email notifying them that your account is ready for them to grant access.

**From:** [NeSISDoNotRespondTo@nebraska.edu](mailto:NeSISDoNotRespondTo@nebraska.edu) <[NeSISDoNotRespondTo@nebraska.edu](mailto:NeSISDoNotRespondTo@nebraska.edu)>  
**Sent:** Tuesday, May 15, 2018 9:59 AM  
**To:** Deann Bayne <[DBayne@peru.edu](mailto:DBayne@peru.edu)>  
**Subject:** A student has invited you to view their information

Billy,

Your Guest, Buster Bobcat, 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](http://mycsc.nebraska.edu)
- PSC – [mypsc.nebraska.edu](http://mypsc.nebraska.edu)
- WSC – [wildcatsonline.nebraska.edu](http://wildcatsonline.nebraska.edu)

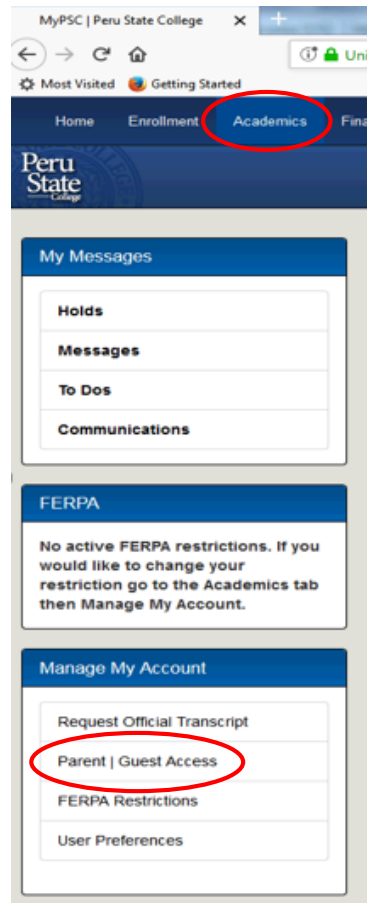
#### University of Nebraska Campuses

- NCTA – [myncta.nebraska.edu](http://myncta.nebraska.edu)
- UNK – [myblue.nebraska.edu](http://myblue.nebraska.edu)
- UNL – [myred.nebraska.edu](http://myred.nebraska.edu)
- UNMC – [myrecords.nebraska.edu](http://myrecords.nebraska.edu)
- UNO – [mavlink.nebraska.edu](http://mavlink.nebraska.edu)



## Step 2. Grant Parent/Guest Access

1. *Login to MyPSC.*
2. *Click the **Academics** tab at the top of the page and *select the **Parent/Guest Access** button in the **Manage My Account** panel to the left.**




3. *Click **Approve/Deny**.*

### 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.

<b>Guest User ID</b>	SP000000
<b>Last Name</b>	Bobcat
<b>First Name</b>	Buster
<b>Email Address</b>	busterbobcat@peru.edu
<b>Status</b>	Pending/Not Verified



[Notify New Guest](#)

4. There are two types of access you can grant to your guest – **Online** and **In Person**.  
**Online** – grants access for your guest to view your information through **MyPSC**. The parent/guest will log into MyPSC with their own NUID and password and will view your information there.  
**In Person** – authorizes your parent/guest to speak direction to campus personnel either **in person, over the phone** or via **email** on your behalf in the designated area(s). Your parent/guest will need to provide your **Shared Secret** to verify their identity.

### Guest Access

[Return to Profile](#)

My Guest: SP000000

**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, phone numbers, email addresses, and student to-do lists.
- Student Accounts  
View and pay bills, view account history and 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\*.

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

**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 - Financial Aid Records  
Conversations about all Financial Aid information.
- 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 until you withdraw your consent by removing previous selections which will result in this guest account to be inactivate.

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.

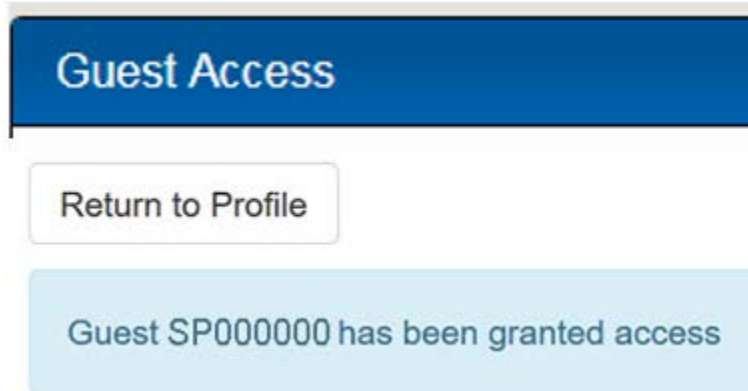
By clicking the **Cancel** button, I understand I am going to exit this form which will result in "no changes being saved".

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

[Cancel](#) [Save](#)

5. Review the **available options** and *check the box(es)* to choose the **access** you wish to **grant to your parent/guest**.
6. Type a **Shared Secret**. This will be provided to your parent/guest in an email and they will be required to provide it when speaking to campus personnel on your behalf if any In Person options are selected.
7. Click the **Save** button. You will see confirmation that your guest has been granted access.



8. Your parent/guest will receive an email notification that their access has been set up and they can now log into MyPSC to view your information.

**From:** [NeSISDoNotRespondTo@nebraska.edu](mailto:NeSISDoNotRespondTo@nebraska.edu) <[NeSISDoNotRespondTo@nebraska.edu](mailto:NeSISDoNotRespondTo@nebraska.edu)>  
**Sent:** Tuesday, May 15, 2018 3:19 PM  
**To:** Deann Bayne <[DBayne@peru.edu](mailto:DBayne@peru.edu)>  
**Subject:** A student has invited you to view their information

Dear Parent/Guest,

Your Student, Billy, 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:** PSC Tester

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](http://mycsc.nebraska.edu)
- PSC – [mypsc.nebraska.edu](http://mypsc.nebraska.edu)
- WSC – [wildcatsonline.nebraska.edu](http://wildcatsonline.nebraska.edu)

#### University of Nebraska Campuses

- NCTA – [myncta.nebraska.edu](http://myncta.nebraska.edu)
- UNK – [myblue.nebraska.edu](http://myblue.nebraska.edu)
- UNL – [myred.nebraska.edu](http://myred.nebraska.edu)
- UNMC – [myrecords.nebraska.edu](http://myrecords.nebraska.edu)
- UNO – [mavlink.nebraska.edu](http://mavlink.nebraska.edu)

### Step 3. View Student's Information in MyPSC

1. Log In to MyPSC at <https://mypsc.nebraska.edu> with **your parent/guest NUID and password**.
2. The student(s) whom you've been granted access to are listed in the middle of the screen with an explanation of the access you have been granted, if any.

#### Student Guest Accounts

##### Parent/Guest Information

###### Access Explained

- For new / additional access, contact your student to have the **request for access** process started or modified
- If the student chooses to grant access, they will provide your email address which will send an instructional email with the student's NUID and a link to the form. A pending status below means that the student has not processed the request yet.
- For students enrolled in both University and State College campuses, your student will need to set up access separately for each. Your Userid / NUID and Password will be the same for both.
- For students enrolled in multiple University or multiple State College campuses, your student will only need to set up access once, but you will need to log into each school's websites (listed below):

##### State Colleges

- CSC – [mycsc.nebraska.edu](http://mycsc.nebraska.edu), PSC – [mypsc.nebraska.edu](http://mypsc.nebraska.edu), WSC – [wilscatsonline.nebraska.edu](http://wilscatsonline.nebraska.edu)

##### University of Nebraska

- NCTA – [mynta.nebraska.edu](http://mynta.nebraska.edu), UNK – [myblue.nebraska.edu](http://myblue.nebraska.edu), UNL – [myred.nebraska.edu](http://myred.nebraska.edu), UNMC – [myrecords.nebraska.edu](http://myrecords.nebraska.edu), UNO – [mavlink.nebraska.edu](http://mavlink.nebraska.edu)

The screenshot shows a table with one row. The text 'Bobcat, Billy: Financial Aid, Personal Information, Student Accounts' is circled in red. To the right of this text is a blue button labeled 'View Student', also circled in red.

#### Online Access Descriptions

The student controls your access to their information and may change it. Online access allows you to log into the website associated with the student to see the area(s) that the student has granted you.

##### Financial Aid

View Financial Aid and Student to-do lists.

##### Personal Information

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

##### Student Accounts

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

##### Student Records

View class schedules and grades.

#### In Person Access Descriptions

In person access allows you to communicate with campus personnel in person, or on the phone, or via email about your student utilizing the Shared Secret that your student has set up for you. This Shared Secret word or phrase is provided to you via email, for the purpose of authentication with the campus personnel to allow communication with them on the student's behalf.\*

\*Chadron State College will not release student education information to anyone with a signed FERPA release from the student.

##### In Person – Financial Aid Records

Conversations about all Financial Aid information.

##### In Person – Personal Information

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

##### In Person – Student Account

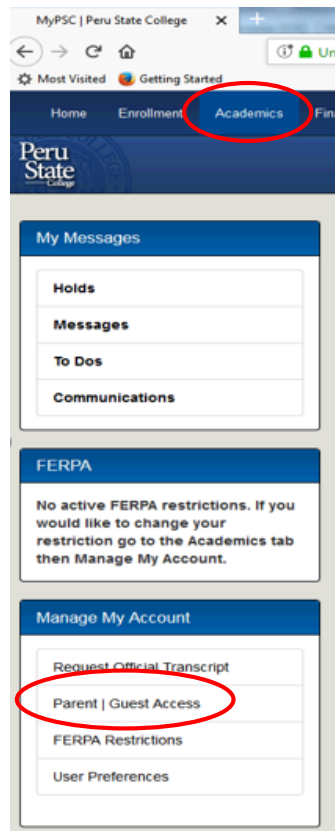
Conversations about tuition, fees, payment, collections, etc.

3. Click **View Student** to access the student's information. Below are some tips worth noting:
  - "Pending" indicates that your access has not yet been granted.
  - If you have access to a student who is or has been enrolled in more than one University of Nebraska and/or Nebraska State College, they will be listed here multiple times, but you will only have access for the campus(es) they have granted.
  - If you have access to multiple student, you will only see a View Student button for the student(s) associated with the school's website that you logged into.



## Change or Delete Parent/Guest Access

1. Login to **MyPSC**.
2. Click the **Academics** tab at the top of the page and select the **Parent/Guest Access** button in the **Manage My Account** section on the left.



3. Click the **Edit** button beside the parent/guest you wish to make changes to.  
**To change a guest's access, check or uncheck the boxes as necessary.**  
**To remove a guest's access, uncheck all of the boxes.**

**Note: You will need to leave the Shared Secret, but your parent/guest will not be able to use it.**

### 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.

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- 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.

<b>Guest User ID</b>	SP000000
<b>Last Name</b>	Bobcat
<b>First Name</b>	Buster
<b>Email Address</b>	busterbobcat@peru.edu
<b>Status</b>	Active / Has Access

 **Edit**

**Notify New Guest**

4. Click the **Save** button.
5. Your parent/guest will receive an email notification that their access has been modified. It is up to you to let your parent/guest know what changes you have made.

**From:** [NeSISDoNotRespondTo@nebraska.edu](mailto:NeSISDoNotRespondTo@nebraska.edu) <[NeSISDoNotRespondTo@nebraska.edu](mailto:NeSISDoNotRespondTo@nebraska.edu)>  
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- UNL – [myred.nebraska.edu](http://myred.nebraska.edu)
- UNMC – [myrecords.nebraska.edu](http://myrecords.nebraska.edu)
- UNO – [mavlink.nebraska.edu](http://mavlink.nebraska.edu)