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 an 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 an 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.
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: NeSISSDoNotRespondTo@nebraska.edu <NeSISSDoNotRespondTo@nebraska.edu>
Sent: Tuesday, May 15, 2018 8:59 AM
To: Deann Bayne <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).
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)
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, 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 – mysc.nebraska.edu
- PSC – mypsc.nebraska.edu
- WSC – 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.

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.
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.

**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](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: NeSISSDoNotRespondTo@nebraska.edu <NeSISSDoNotRespondTo@nebraska.edu>
Sent: Tuesday, May 15, 2018 9:59 AM
To: Deann Bayne <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
- PSC – mypsc.nebraska.edu
- WSC – wildcatsonline.nebraska.edu

**University of Nebraska Campuses**
- NCTA – myncta.nebraska.edu
- UNK – myblue.nebraska.edu
- UNL – myred.nebraska.edu
- UNMC – myrecords.nebraska.edu
- UNO – 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.
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 directly 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.
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: NeSISSDoNotRespondTo@nebraska.edu <NeSISSDoNotRespondTo@nebraska.edu>
Sent: Tuesday, May 15, 2018 3:19 PM
To: Deann Bayne <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 – mysc.nebraska.edu
- PSC – mypsc.nebraska.edu
- WSC – wildcatsonline.nebraska.edu

University of Nebraska Campuses
- NCTA – myncta.nebraska.edu
- UNK – myblue.nebraska.edu
- UNL – myred.nebraska.edu
- UNMC – myrecords.nebraska.edu
- UNO – maylink.nebraska.edu
Step 3. View Student’s Information in MyPSC

1. **Log In** to MyPSC at [https://mypsc.nebraska.edu](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 you with an 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 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 website (listed below)

**State Colleges**

- CSC – mycsc.nebraska.edu
- PSC – mypsc.nebraska.edu
- VSC – wilcatsonline.nebraska.edu

**University of Nebraska**

- NCTA – myncta.nebraska.edu
- UNK – myblue.nebraska.edu
- UNL – myred.nebraska.edu
- UNMC – myrecords.nebraska.edu
- UNO – mavlink.nebraska.edu

![Bobcat, Billy: Financial Aid, Personal Information, Student Accounts](image)

**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 areas 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, payments, 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 students, 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.
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.

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To: Deann Bayne <DBayne@peru.edu>
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Dear Parent/Guest,

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

University of Nebraska Campuses

- NCTA – myncta.nebraska.edu
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- UNMC – myrecords.nebraska.edu
- UNO – mavlink.nebraska.edu