It is possible for you to give a guest access to your student information displayed in your MyCSC account for the purpose of viewing your financial aid information, grades and/or paying your bill.

To access information displayed in your MyCSC account, a guest will need an NUID.

- If your guest is currently affiliated with the University of Nebraska and/or a Nebraska State College, or has been in the past, as either an employee or student, he/she may already have an NUID.
- If your guest doesn’t already have an NUID, doesn’t remember what his/her NUID is or would rather not use it to access your information, then he/she can create a guest ID to use solely for the purpose of accessing your information.
- Guest account IDs will be an eight character number beginning with SP, e.g. SP123456.

The process consists of the following steps:

1. Inviting a Guest to Access your Information
2. Option 1: Requesting Access to a Student’s Information with an NUID
   - your Parent/Guest already has an NUID number
3. Option 2: Creating a Guest Account and Requesting Access to a Student’s Information
   - your Parent/Guest DOES NOT have an NUID number, or wants to create a guest account
4. Granting Guest Access
5. Changing / Deleting Guest Access
6. Viewing a Student’s Information in MyCSC

Inviting a Guest to Access your MyCSC account information:

1. To begin, log into your MyCSC account
2. Click on your “Profile” tab
3. Click “Guest Access”
4. **READ**, paying special attention to the FERPA note with *

5. Click “Notify New Guest”

6. Enter an email address for your guest to receive more information regarding the process. It will include a link to TrueYou, which they can use to create and manage their guest account, along with your NUID, which they will need to request access to your information.
Option 1: Requesting Access to a Student’s Information with an NUID

If your guest already has a NUID, they can use it to log into TrueYou and request access to your information. Please have your PARENT/GUEST do the following:

1. Go to http://trueyou.nebraska.edu
2. Click “LOGIN” at the top right hand corner of the page.
3. Click the TrueYou option.
4. Enter your Username / NUID and Password. If you don’t remember your password, click “Forgot your password?” to have your password reset.
5. Click Request Guest Access.
6. Enter the NUID of the student that was provided in the email. Click **Submit**.

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

**Option 2: Creating a Guest Account and Requesting Access to a Student’s Information**

If your guest **DOES NOT HAVE A NUID or wants to create a guest account**, please have your **PARENT/GUEST** do the following:

1. Go to [http://trueyou.nebraska.edu](http://trueyou.nebraska.edu)
2. Click on “Request Account” at the bottom of the page.
3. Complete the fields on the page and click “Submit”.
4. Visit the email account you provided and look for a confirmation email.
5. Make note of the Username / NUID included in the email. This is what the guest will use to access the student’s information.
6. Click on the link in the email to validate the email address.
7. Click on the link to log into TrueYou with the Username / NUID that was included in the email and the password that you entered on the form.

8. Click Request Guest Access.

9. Enter the NUID of the student that was provided in the email. Click Submit.

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

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Granting Guest Access

1. Log into your MyCSC account.
2. Click on your “Profile” tab
3. Click “Guest Access”

4. READ carefully
5. Click Approve, if you wish to approve the request.

6. Review the available options and click the box(es) to choose the access you wish to grant to your guest to your MyCSC information. You can change this access at any time.
7. Enter a Shared Secret. This will be provided to your 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.

**PLEASE NOTE**—the “In Person” options and “Shared Secret” DO NOT PERTAIN to Chadron State College. Chadron State College will not release student information to anyone but the student, without a signed FERPA release form from the student. Parent/Guest access only allows your parent or guest to view the information in your MyCSC account.
8. Click “Save”.
9. Your guest will receive an email notification that their access has been set up and they can now log into MyCSC to view your information.

Changing / Deleting Guest Access

1. Log into your MyCSC account.
2. Click on your “Profile” tab
3. Click “Guest Access”

4. Click Edit beside the guest you wish to edit.
5. To change a guest’s access, check or uncheck the boxes as necessary.
6. To remove a guest’s access, uncheck all of the boxes. You will need to leave the Shared Secret, but your guest will not be able to use it.
7. Click “Save”.
8. Your guest will receive an email notification that their access has been modified. It is up to you to let your guest know what changes you made.

Viewing a Student’s Information in MyCSC

Once you have granted access, please have your PARENT/GUEST follow these instructions:

1. Log into MyCSC with your NUID and Password (not the student’s).
2. The student(s) that you have requested access to are listed in the middle of the screen with an explanation of the access you have been granted, if any. “Pending” indicates that your access has not yet been granted.
3. Click View Student to view the student’s information.
4. Once you have clicked “View Student” you should see the following and can navigate to those areas your student has granted you access to.

Notes:

a. If you have access to a student that is or has been enrolled in more than one University of Nebraska and/or Nebraska State College campus, they will be listed here multiple times, but you will only have access for the campus(es) they have granted.

b. 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.