1. To create a Parent/Guest Access, login to the TrueYou Identity Manager at trueyou.nebraska.edu using your NUID and Password.

2. Once logged into TrueYou you will choose the Guest Access link in the Account Settings list.

3. If this is your first Parent/Guest Access account, click the New button.
4. Enter the information for the individual for who you are granting access. This access is active once the information is entered and saved. It is the student’s responsibility to manage the password for your parent/guest(s) and communicate the Logon ID (NUID), password, security code, and MyRed URL to the parent/guest(s).

5. The first set of information that can be granted to Parent/Guest accounts is for online viewing. Check the boxes of the categories you wish for the account to be able to access.

6. Access can also be granted to Parent/Guest accounts to receive information in person, over the phone, or via email by checking the categories wished to be granted. These additional options will require the parent/guest to prove to the satisfaction of the office representative that they are who they say they are by providing the Security Code Word or Phrase assigned above.
7. Once the account has been created, click Save.

To manage an existing parent/guest account, click on the Logon ID (NUID). Edit selection as shown above and click Update Account.

The parent/guest access account password can be reset by clicking the Reset Password.

A parent/guest account can be deleted by clicking the Delete button on the Manage parent/guest account screen.