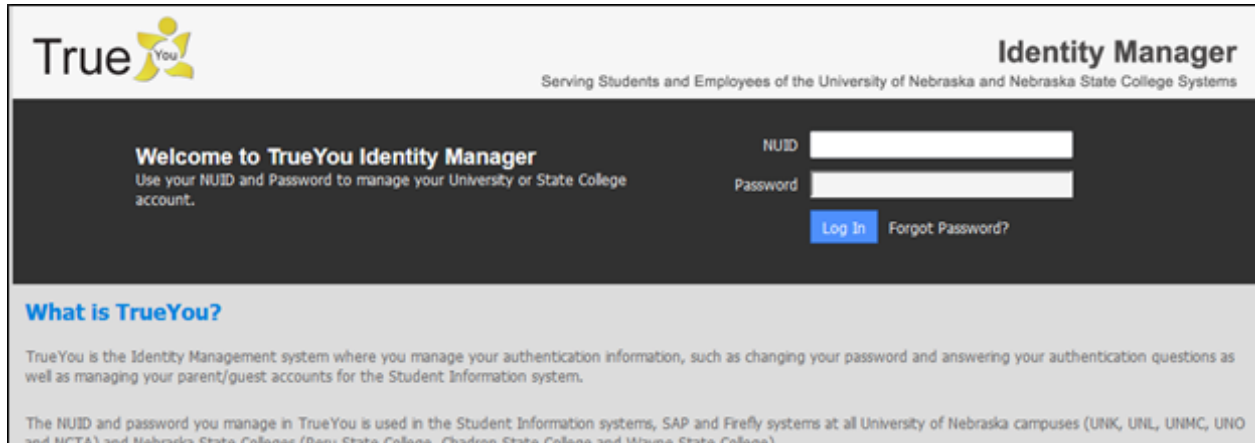


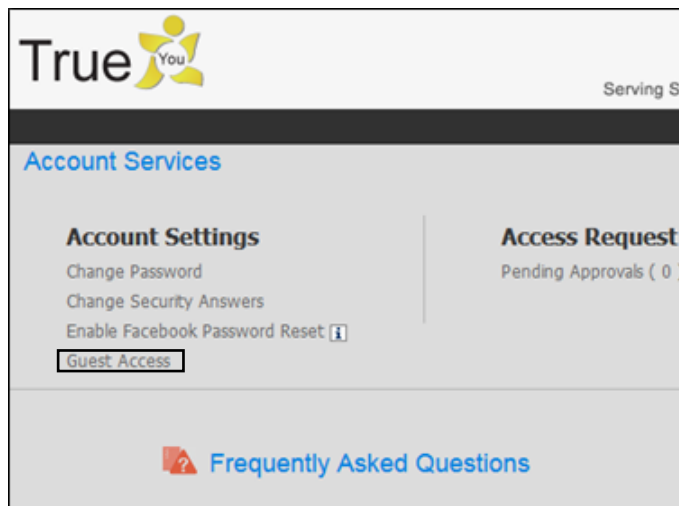
How to Create a TrueYou Parent/Guest Access

10.13.16

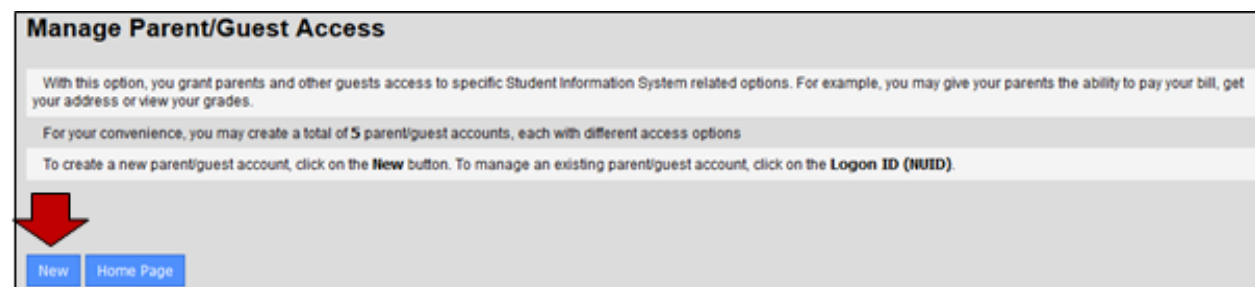
1. To create a Parent/Guest Access, login to the TrueYou Identity Manager at trueyou.nebraska.edu using your NUID and Password.



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.



- 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).

Account Information

Logon ID (NUID) **0000000G1**

First name *

Last name *

Password * [Password Rules](#)

Confirm Password *

Contact Phone Number

Contact Email address

Security Code Word or Phrase * [Security Phrase](#)

This information is not required for on-line viewing, but WILL BE REQUIRED if granting access for in person, on the phone, or via email access as stated below.

- 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.

Options To Be Granted To Parent/Guest account for 'on-line viewing':

From the list of Student Information System features, select the appropriate option(s) you would like the individual to have.

Student Accounts: On-line Bill Payment, View Bills, View Account Activity, View Payment History & 1098T Forms.

Student Records: View Class Schedule, Printer-friendly Class Schedule, View Final Grades & Printer-friendly Grades.

Personal Information: View Addresses, View Phone Numbers, View Email Addresses & View Student To-Do.

Financial Aid: View Financial Aid & Student To-Do Lists.

- 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.

Additional Options To Be Granted To Parent/Guest account for 'in person' or 'on the phone' or via 'email' conversations*:

Check all those below that you authorize to be released.

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

Student Account Records: Tuition, Fees, Payments, Collections, etc.

Student Records: Admissions, Biographical Data, Address, Pictures, Holds, Status, Disciplinary Records, etc.

Academic Records: Final Grades, Classes, GPA, Advising, Transfer Work, etc.

Financial Aid Records: All Financial Aid information.

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.

Logon Id (NUID)	▼ First name	Last name	Access Granted
000000000000G1	Herbie	Husker	

Update Account Reset Password Delete Account Cancel

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.