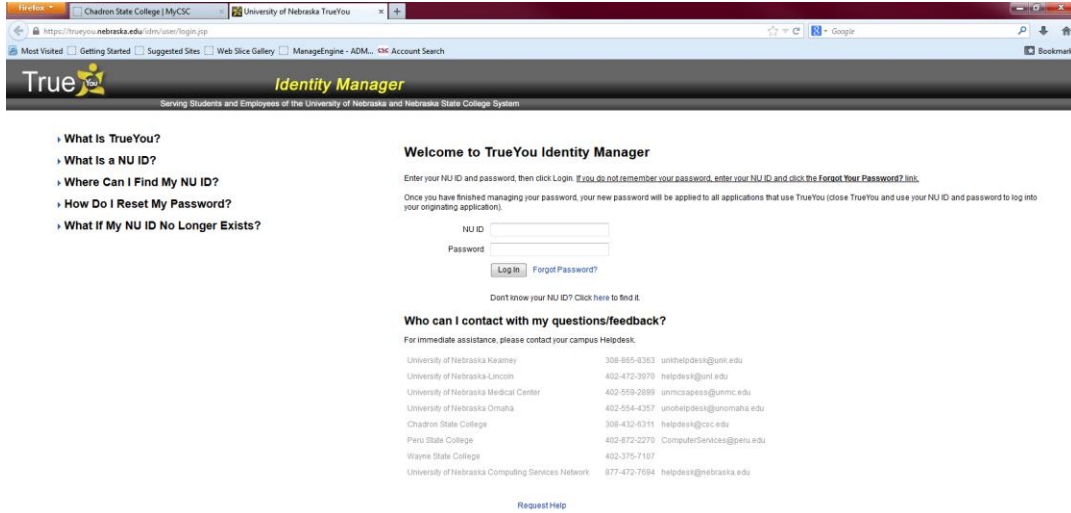


# Creating an Account for Parent/Guest Access

1) Go to trueyou.nebraska.edu



2) Sign in with your MyCSC information and click on "Manage Parent/Guest Access"



**Welcome to TrueYou, the identity management system for the University of Nebraska and Nebraska State College System.**

The NU ID and password you use to access TrueYou is also accepted in the Student Information Systems, SAP, and Firefly systems at all University campuses (UNK, UNL, UNMC and UNO) :

TrueYou is where you will come to manage your authentication information, such as changing your password and answering your authentication questions as well as managing your parent/gue

Choose one of the options below.

After you are finished, log out of TrueYou and return to your application by clicking the "Close Window" button if applicable or clicking the "Logout" link.

- Change Answers to Authentication Questions
- Change Password
- **Manage Parent/Guest Access**
- Logout

Visit the FAQ's to learn more about TrueYou and Identity Management.

[Request Help](#)

3) Now click on "New"

The screenshot shows the top navigation bar with the True You logo and the text "Identity Manager" and "Serving Students and Employees of the University of Nebraska and Nebraska State College System". Below this is a section titled "Manage Parent/Guest Access".

With this option, you grant parents and other guests access to specific Student Information System related options. For example, you may give your parents the ability to pay your bill, get your bill, or view your grades. For your convenience, you may create a total of 5 parent/guest accounts, each with different access options. To create a new parent/guest account, click on the **New** button. To manage an existing parent/guest account, click on the **Logon ID (NUID)**.



[Request Help](#)

4) Next fill out the First and last name and whatever you would like the password to be. And then choose under the "Options To Be Granted To Parent/Guest account" what you would like your Parent/Guest to have access to. And then click "Save."

\*\*The number that the blue arrow is pointing to will be **THEIR** NUID to logon.

The screenshot shows the top navigation bar with the True You logo and the text "Identity Manager" and "Serving Students and Employees of the University of Nebraska and Nebraska State College System".

### Create Parent/Guest Form

Enter the information of the individual you are granting access to. Once you have entered and saved the information on this page, the parent/guest account will be active. It is your responsibility to ensure that the parent/guest(s) you are granting access to are authorized to receive this information.

Enter the first name, last name and password of the individual you are granting access.

#### Account Information

Logon ID (NUID) 00000000G1



First name \*

Last name \*

Password \* Password Rules

Confirm Password \*

#### Options To Be Granted To Parent/Guest account

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

- Student Financials:** On-line Bill Payment, View Bills, View Account Activity & View Payment History.
- Student Records:** View Class Schedule, Printer-friendly Class Schedule, View 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.

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 the deletion of this guest access account.



[Request Help](#)

5) Now click "OK" and your account has been successfully created.



### Parent/Guest Account Create Confirmation

Parent/Guest Account has been created successfully. A notification has been sent out to your email [kayla.kintz@eagles.csc.edu](mailto:kayla.kintz@eagles.csc.edu) with account information.  
It is your responsibility to manage the password for your parent/guest(s) and communicate the Logon ID (NUID), password and Student Information System URL to your parent/guest(s).



[Request Help](#)

6) To create another Parent/Guest account, start by clicking "New" and the process will be the same as the first one.



### Manage Parent/Guest Access

With this option, you grant parents and other guests access to specific Student Information System related options. For example, you may give your parents the ability to pay your bill, get your address or view your grades.  
For your convenience, you may create a total of 5 parent/guest accounts, each with different access options

To create a new parent/guest account, click on the **New** button. To manage an existing parent/guest account, click on the Logon ID (NUID).

Logon Id (NUID)	▼ First name	Last name	Access Granted
00000000G1	John	Smith	Student Financials Student Records Personal Information Financial Aid



[Request Help](#)

7) If you grant full access to the Parent or Guest this is what it will look like.

**CHADRON STATE COLLEGE MyCSC** [My Links](#)

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[Personalize Content](#) [Personalize Layout](#)

**Parent / Guest** **College Life**

### Resources

- [CSC Home](#)
- [Academics Calendar](#)
- [Academic Programs](#)
- [Admissions Office](#)
- [Business Office](#)
- [Campus Directory](#)
- [Financial Aid Office](#)
- [Housing and Residence Life](#)
- [Library](#)

<b>Financial Aid</b>	<b>Student Financials</b>
<a href="#">View Financial Aid</a>	<a href="#">Make a Payment</a>
<b>Student Records</b>	<a href="#">View Bill and Account Activity</a>
<a href="#">View Class Schedule</a>	<b>Personal Information</b>
<a href="#">View Weekly Schedule</a>	<a href="#">View Addresses</a>
<a href="#">View Grades</a>	<a href="#">View Phone Numbers</a>
<b>To Do List</b>	<a href="#">View Email Addresses</a>
<a href="#">To Do List</a>	

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