

myGuest Dashboard

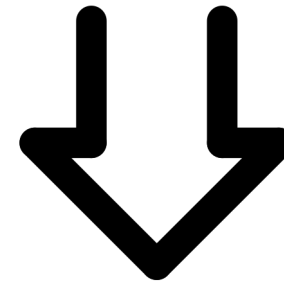
How-to Guide for Authorized Users

The myGuest Dashboard provides authorized users such as parents, guardians, and third parties with the ability to view student information online. Students must grant authorization to guests and choose which information they will be able to view. Once the student completes the authorization process, the guest will be able to register by creating a CommunityID.

The following guide provides step-by-step instructions on how to create a CommunityID and view student information on the myGuest Dashboard.

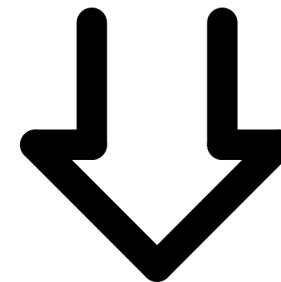
Create a CommunityID Account

You will receive a welcome email with instructions to create a CommunityID to access myGuest Dashboard.



Login to myRutgers

Go to the myRutgers portal site and login with your CommunityID.



Click on a student card to launch myGuest Dashboard

Select the student by clicking on their student card to view the student's information.

NOTE

Once you have been identified as an authorized user by a student, you will receive a welcome email, which includes information about the myGuest Dashboard.

Click the **Register CommunityID** link in the welcome email to launch the Rutgers CommunityID registration site.



Hi Michael Doe,

Samuel Doe has granted you authorized user access to view student information on the myGuest Dashboard.

First, you will need a CommunityID account to access the myGuest Dashboard. Please visit [Register CommunityID](#) to create a CommunityID account.

Once your CommunityID account is ready, please visit the [myGuest Dashboard](#) and follow the steps below:

Click on the **CommunityID Login** icon (top right).

Please use the following email address: mdoe@yahoo.com to log in.

Authorized user access allows you to view specific student information on the myGuest Dashboard depending on the access levels authorized by the student.

A few friendly reminders:

- Any document(s) submission and course registration must be done by the student.
- If granted access, the authorized user can view the term bill and make payments on the student's behalf.
- Authorized users need to use their four-digit pin when calling or visiting university departments for assistance regarding the information they have been authorized to view. Rutgers University administrators will validate the pin and the authorized user's access before speaking with the individual to protect the rights of the students. Pin information is displayed when logging into the [myGuest Dashboard](#).

You are receiving this email because a Rutgers student has given you access to view their student information. Unauthorized access to the system is prohibited.

Sincerely,

Sample Letter



RUTGERS | CommunityID

Register | Manage Account | About | Help

REGISTER

Register to create a new CommunityID account by entering information below.

First Name *

Michael

Middle Name

Last Name *

Doe

Email Address (used as login username)

Email *(used as login username)

mdoe@yahoo.com

This email will be used to login to your CommunityID account, password recovery and official co

Confirm Email *Must match your email address.

mdoe@yahoo.com

Password *

.....

Weak

Confirm Password *

.....

• Your password contains sequences

☒ To comply with COPPA, I affirm that I am 13 years or older.

REGISTER

NOTE

When registering your CommunityID, your name and email address will be pre-populated based on what the student entered during the authorization process.

You will need to create a password, check the COPPA box, and click *Register*.



NetID Login

CommunityID Login

Continue as a Visitor

Need help logging in?

NOTE

Once you have registered your CommunityID, go to my.rutgers.edu.

Click the CommunityID button to login to the myGuest Dashboard with your email address and the password you created in the previous step.

The screenshot displays the myRUTGERS myGuest Dashboard. The top navigation bar is red with the myRUTGERS logo and a 'HOME' link. The dashboard is divided into several sections:

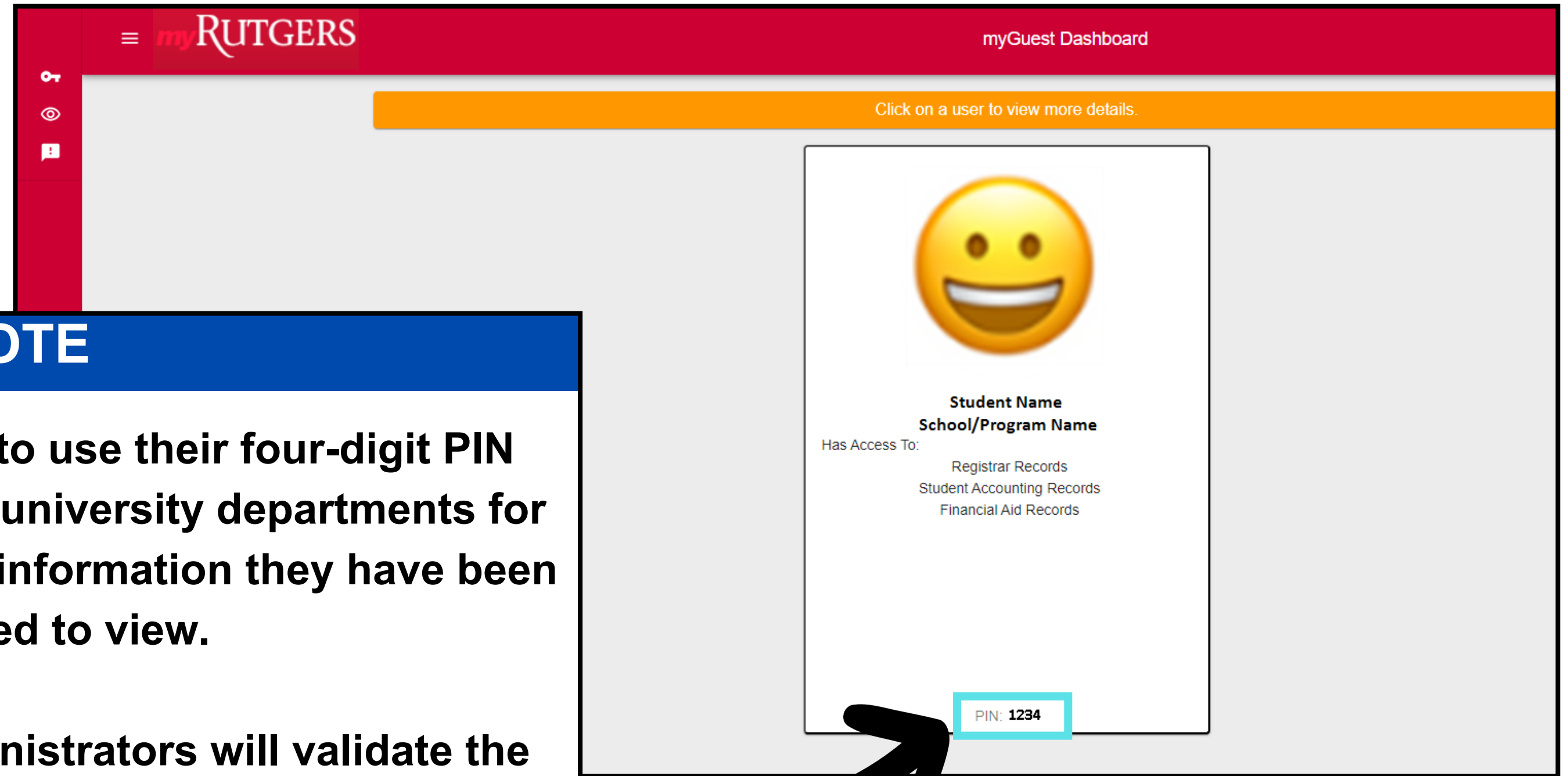
- My Profile:** Features a yellow smiley face emoji, 'Student Name', 'School Name/Program Name', and fields for 'NetId:', 'Email:', and 'RUID:'.
- My Money:** Shows 'Total Balance:' with a red bar and a crossed-out eye icon. Below it, a disclaimer states: 'The amount displayed may not reflect recent payments or account for all credits to your bill, such as financial aid or tuition remission. Please select "Online Term Bill" below for complete, updated balance details.' It also shows 'Payment: N/A', 'Billable Credit Hours: 9', and a large '\$ Online Term Bill' button.
- My Financial Aid:** Includes tabs for 'Apply', 'Documents', 'Notifications', and 'Award'. It displays 'Rutgers Federal School Code: 002629' and a grid of icons for 'Cost', 'Apply', 'Scholarships', 'Grants', 'Loans', 'Employment', 'SAP', 'Withdrawal', and 'Exit'. A 'Need Assistance?' link is at the bottom.
- Student Services Center:** Features the 'ONESTOP' logo, a search bar with the text 'How can we help you?', and tabs for 'New Case' and 'My Cases'. It includes a welcome message: 'Welcome to the ONE STOP! An integrated cross-functional service for financial aid, student accounts, and registration.'
- My Course Schedule:** Partially visible, showing '2023 Spring'.
- My Grades:** Shows a table for '2023 Fall' with columns for 'Course', 'Dept/School', and 'Grade'.

NOTE

You will only see the information you have been authorized to access by the student.

NOTE

If you have been granted access to Student Accounting records, you can view and pay the student's term bill.



NOTE

Authorized users need to use their four-digit PIN when calling, or visiting, university departments for assistance regarding the information they have been authorized to view.

Rutgers University administrators will validate the PIN and the authorized user's access before speaking with the individual to protect the rights of the student.