

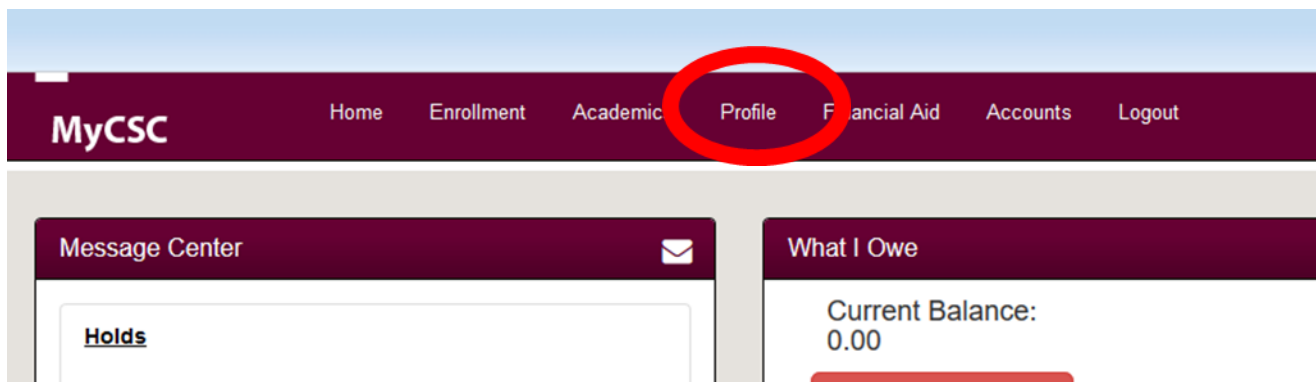
Student:

The student will need the following information to complete set-up

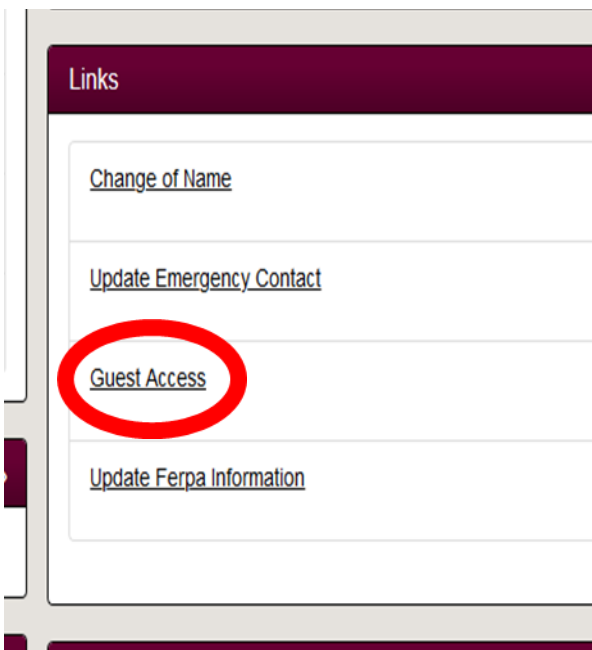
- * Guest First & Last Name
- * Guest Birthday (Optional)
- * Guest Email

Student will need to sign into their MyCSC account

Click on 'Profile'



Click on 'Guest Access'



Student needs to enter in the email address for the parent/guardian and click 'Submit'

Guest Access

[Return to Profile](#)

Manage Guest Access
You have the option of giving parents and/or other guests access to your student related information, either "online" via your campus website, or "in person" with campus personnel. For example, you may give your guest the ability to pay your bill, view your grades and/or financial aid information, or speak with someone on your behalf.

Existing Guests
Previously created guest accounts will be listed. Click on that guest to view/manage the guest access. If you have created duplicate guest IDs using the same email account you will need to pick the Guest ID that you want associated with your student information. Other guest IDs using that same email address will be removed from your account. If your guest's email address has changed or is incorrect, you will need to add a new guest with the email address and communicate the change to your guest. An email will be sent to the guest with the new user id and password.

New Guests
To add a new guest, enter the email address of your guest.

Email

On the next screen the student will need to enter

- Guest First Name
- Guest Last Name
- Guest Birthday (Optional)

Click 'Save' - Once the information has been entered...

Guest Access

[Return to Profile](#)

New Guest Registration

lalalala2020@gmail.com does not have a guest account. You can create one by completing the form below.

Guest First Name *

Guest Last Name * Please fill out this field.

Guest Date Of Birth

This screen is where the student will select what options the Parent/Guest will have access to:

Personal Information – Phone Number, Address, Email Address, & To Do List

Financial Aid – All Financial Aid Information & To Do List Items

Student Accounts – Pay Bills, Account History, and 1098-T Forms

Student Records – Grades & Class Schedules

Guest Access

[Return to Profile](#)

I Understand

By clicking the **SAVE** button, you are agreeing to the disclosure of the personally identifiable information contained in your education records to this guest. Your selection will be valid for all colleges for which you have activity, and you can modify these permissions at any time.

In order for me to maximize my academic experience at the Nebraska State College* (PSC and WSC), as facilitated through communication, support and monitoring of my academic efforts, I give permission to Nebraska State College personnel* (PSC and WSC), who are in possession of my education records, (e.g. my professors, tutors, advisors, the Office of the Registrar/Records, the Athletic Department Staff, including coaches, and administrators) to discuss my academic performance with and to provide any record or information concerning my academic record or academic performance.

Once the **SAVE** button has been pushed, an email will be sent to the guest letting them know that they have been processed and what they need to do next. The **Shared Secret** will also be provided to them for future identification needs.

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

Permissions for Candance Blah - SP421896

Online ⓘ	In Person ⓘ	Personal Information ⓘ
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Shared Secret *

Secret

[Save](#) [Return](#)

Students need to enter a Shared Secret, however for CSC this will not replace the FERPA. If a student wishes for a parent/guardian to have access in person, via email or phone they will still have to fill out the FERPA. It states that in the paragraph above.

Once they have clicked all the boxes that they wish to grant access to – they need to click ‘SAVE’

Once Save is clicked – The email address that was provided will receive a message with the information needed for the parent/guest to be able to sign-in.

At any time the student decides to change the access privileges they will have to login to their MyCSC

Click on Guest Access under Profile Tab

Click on “Manage”

Guest Access

[Return to Profile](#)

Manage Guest Access

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Existing Guests

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Candance Blah	Manage
Account: SP421896	
Email: blahblah2020@gmail.com	

New Guests

To add a new guest, enter the email address of your guest.

Select or De-Select the information they want/do not want shared

Click ‘Save’

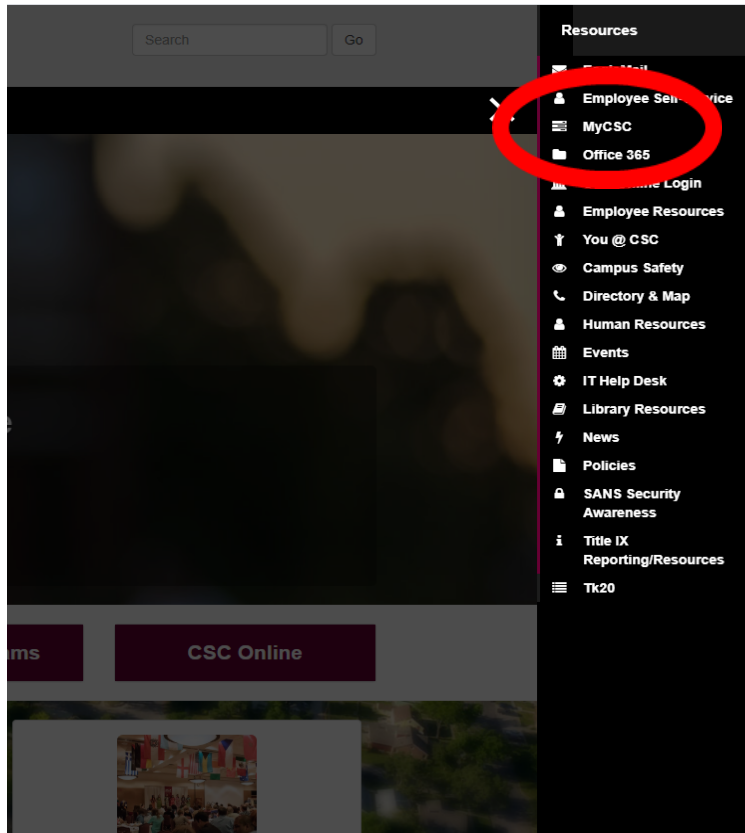
This will send a new email to let the parent/guest know that their access has been updated.

Parent:

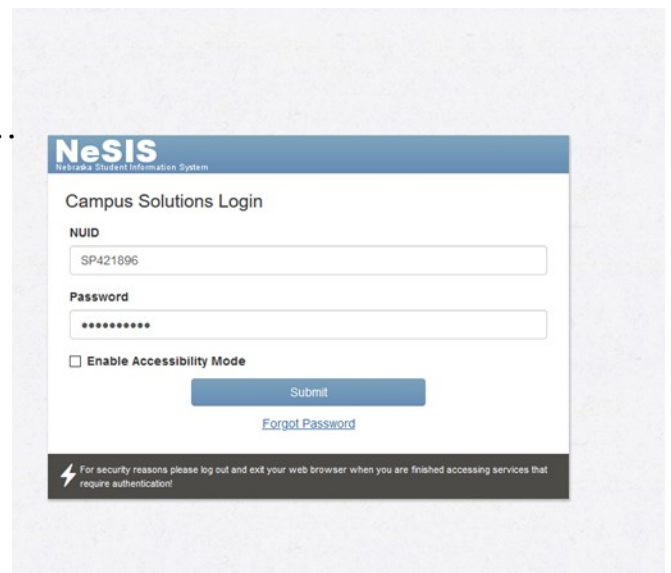
www.csc.edu



Click on MyCSC:



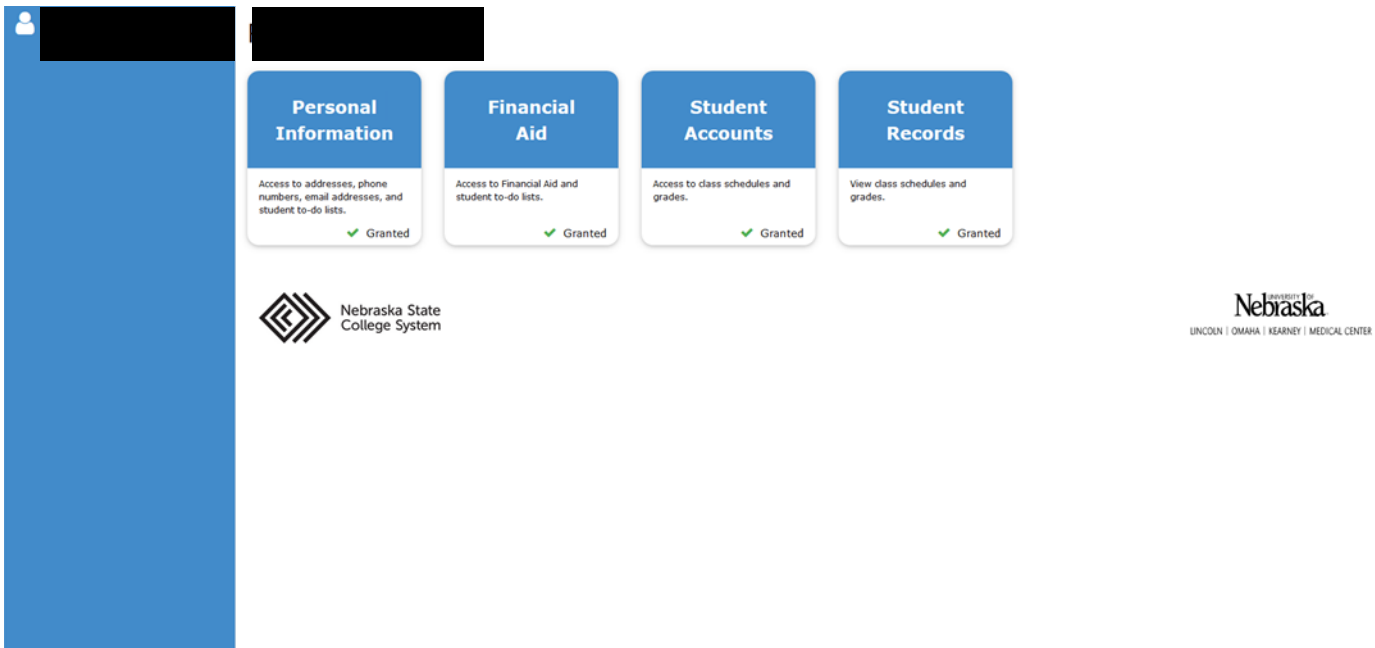
Login with their
SP ID & The password that was sent to them...



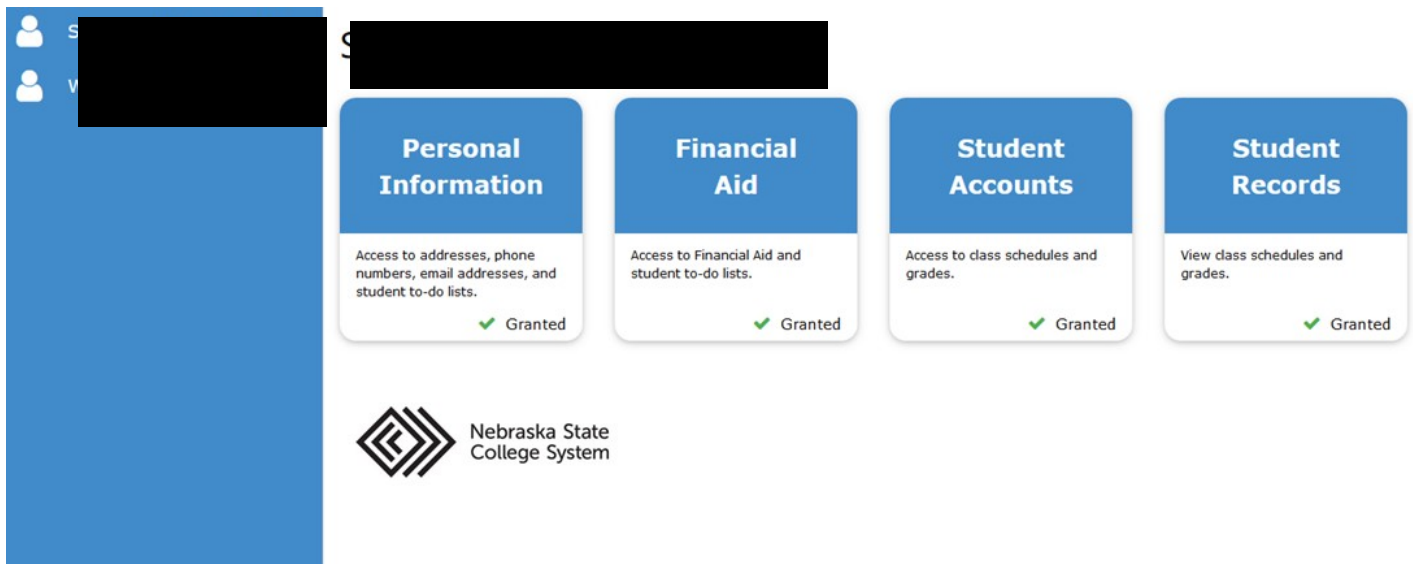
This is what the dashboard looks like for the parent/guest:

This student had granted the parent/guest access to view all information. You can see that because all tiles have the green check mark next to “granted.” If an area has not been granted access the tile will be grayed-out with not check mark.

The parent can then click into any of the tiles that they are granted permission to...



If the parent/guardian has multiple students - All of the student's names will show up on the left hand side.



Once they click on a tile they are re-routed to a screen that looks like this...

If there is a section that has not been granted access it will not show up here...

The screenshot displays the MyCSC student portal interface. At the top, there is a navigation bar with "MyCSC", "Home", and "Logout" links. The main content area is divided into several sections:

- Message Center:** A tile with a "To Do" link.
- Financial Aid:** A tile with a "View Financial Aid" link.
- Resources:** A vertical list of links including "CSC Home", "Student Academic Calendar", "Academic Programs", "Admissions Office", "Business Office", "Campus Directory", "START/Financial Aid Office", "Housing & Residence Life", "Records Office", and "Log Out".
- What I Owe:** A tile showing "Current Balance: 0.00" and a "Make a Payment" button.
- Grades:** A tile with a "View Grades" link.
- Classes:** A section titled "Enrolled - Spring 2020" containing a table of course information.
- Account Activity:** A section with a "Term" dropdown and a message "No Activity Found".
- Profile:** A section with a "Personal Information" tile highlighted by a red border.

Course	Title	Day/Time	Location
CA - 130 9901	INTERPERSONAL COMMUNICATION	MW 12:00PM - 12:50PM	C-ADM 230
FYI - 108V 7901	NUTRITION, WEIGHT LOSS & WELL	TBA TBA - TBA	TBA
HUM - 235 0100	HUMAN TRAD IV: MODERN & POST-M	TR 12:30PM - 01:45PM	C-ADM 242
Eight Week - First Jan 13 - Mar 06			
HPER - 233 99A1	PERSONAL HEALTH/WELLNESS	MWF 11:00AM - 11:50AM	C-ACT 202