

# myGuest Dashboard

## *How-to Guide for Students*

The myGuest Dashboard allows you to give parents, guardians and third parties access to view content and services related to your experience at the university. You will be able to grant access to a maximum of three authorized users and choose which information they will be able to view.

The following guide provides step-by-step instructions on how to complete the user authorization process.

## **Log in to myRutgers Student Dashboard**

Log in with your NetID and Password



## **Launch Authorized Users Screen**

Click the Authorized Access icon and grant access



## **Manage Authorized Users and Permissions**

Add, edit, or remove Authorized Users

myRUTGERS

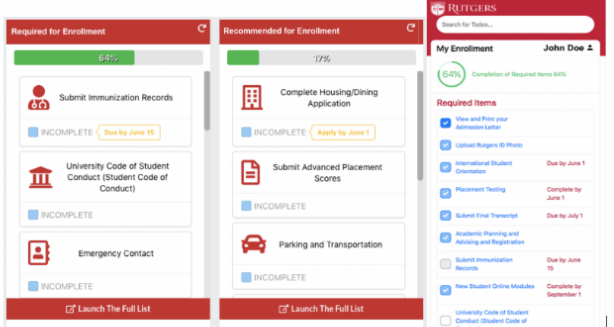
Welcome Resources

Tutorial Video People RU Search

CommunityID Login

System Announcements

NEW: Enrollment Pathway is now incorporated as part of myRutgers! 11-12-2019



The Enrollment Pathway widgets on myRutgers Dashboard provide the required and recommended items for admit-coming students' enrollment. Items included provide access and completion tracking of:

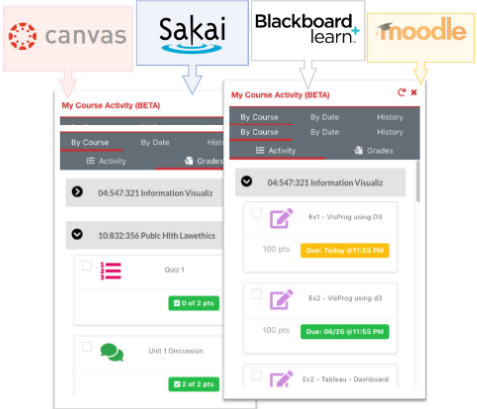
- Uploading a photo for Rutgers ID card
- Placement Testing
- Academic advising
- Orientation
- Immunizations
- Applying for housing
- And more!

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- And more!

To access the myRutgers dashboard (for new admit-coming students), please first [Activate your NetID](#) and then click on the Login button on the top-right.

Announcing - My Course Activity widget on your Dashboard! 6-1-2019



The diagram shows logos for Canvas, Sakai, Blackboard, and Moodle. Arrows point from these logos to a 'My Course Activity (BETA)' widget. The widget displays a list of course activities with details such as course ID, activity name, and completion status.

University Messages

Rutgers University - New Brunswick

For in-person assistance with **financial aid**, **registration**, and **student accounts**, please visit [Records Hall](#) (suite 140). The office is open for walk-in inquiries by through Thursday from 8:30 am to 4:30 pm and Friday from 10:00 am to 4:30 pm.


**STEP ONE: LOG IN**

Click the **Login** button on the right to log in to the myRutgers student dashboard with your NetID and password

myRUTGERS

My Dashboard My Apps Welcome Everyday Academics My Tab Financial Aid Libraries Campus Life Technology News Career Services Add Tab

myDashboard
👁️ +



**Samuel Doe**  
School Of Arts And Sciences  
New Brunswick

NetID sd4475  
Email samuel.doe@rutgers.edu  
RUID 098763943

Change password

Update Phone

ID Card

Health Service

FERPA release

Directory Privacy

Address Update

Authorized Access

### My Course Activity

By Course | By Date | History

Activity | Grades

04:54:43

### My Course Schedule

as of 01/28/20 12am

**My 2020 Spring Rutgers Schedule**

Database Tech

### My Grades

as of 01/28/20 12am

**2019 Fall**

Course	Dept/School	Grade
Web Design	Information Technology And Informatics	👁️
Information Technology And Informatics	Schl Of Communication Information (U)	👁️
Information Technology And Informatics	Schl Of Communication Information (U)	👁️

### My Money

as of 01/28/20 5pm

**Total Balance:**

👁️

Total Balance: 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.

**Payment Due**      **Billable Credit Hours**

**Tuesday**                      **9**

**Jan 14 2020**

🔒 Parents/Guardians Authorized Bill Access

Tuition & Fees

Online Term Bill

Payment Options

Tuition Payment Plan

RU Express

RU Book Advance

Tax Statements

Term Bill Refunds

### Course Registration

New Brunswick

Undergraduate

Summer-2020

Type in a Keyword

COURSE SCHEDULE PLANNER (CSP)

WEB REGISTRATION (WEBREG)

SCHEDULE OF CLASSES (SOC)

BOOKSTORE

### My Degree

**Major(s):** INFORMATION TECHNOLOGY AND INFORMATICS  
**Minor(s):** PUBLIC HEALTH  
**School:** SCHOOL OF ARTS AND SCIENCES

**GPA**      **Degree Credits**

Cumulative

Last Term

Degree Credits

PLAN for ACADEMIC PROGRESS (DEGREE NAVIGATOR)

REQUEST for TRANSCRIPT, VERIFICATION, TERM GRADE

APPLY for SCHOOL TO SCHOOL TRANSFER

APPLY for GRADUATION (DIPLOMA)

### My Financial Aid

as of 01/28/20 5pm

Track | Apply | Award

You currently do not have any financial aid requirements for the selected year.

2020

FAFSA Status

NJ Grants Status

Loan Counseling


### My Email - ScarletMail

Mail Inbox | Calendar

From	Subject	Date/Time
U	Re: [uportal-user] [uportal-dev] uPortal Winter Summit Program	08:38am
YW	Confirmation: Your update has been submitted	08:03am
YW	Confirmation: Your update has been submitted	08:03am
YW	Confirmation: Your update has been submitted	08:03am
A	"Student Focused Dashboards - An Analysis of Current Student Dashboards and What..."	03:53am
SA	Changes to MAP Time Card (Mohammed): Training	02:43am
SA	Changes to MAP Time Card (Kevin): Linking Drawer to	01:45am

### My Alerts

Active Alerts | Alert History



**No Alert Data**

## STEP TWO

Click the **Authorized Access** icon under your profile.

# My Authorized Users

ACTIVE

INACTIVE

You can only have at most 3 active users. To view your list of inactive users click on the inactive tab.

**Michael Doe**

Parent/Guardian

Has Access to:

Registrar Records

Expires 01/29/2024

PIN 1357

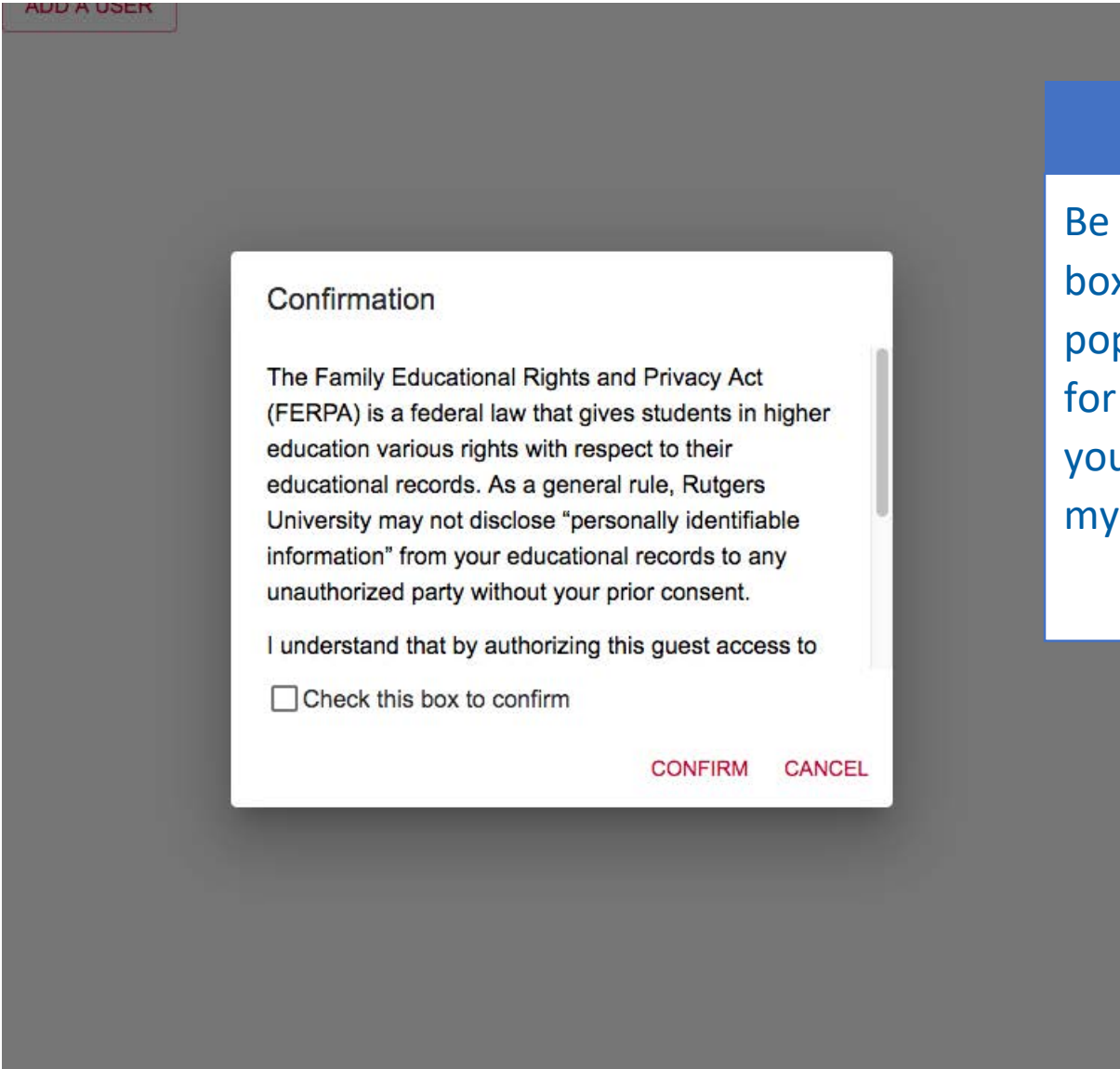
Resend Welcome Email

Make Inactive

ADD A USER

## STEP THREE

Click the **ADD A USER** button to add a new authorized user



## NOTE

Be sure to check the confirmation box when the FERPA authorization pop-up appears. This is necessary for your guest to be able to access your selected information on the myGuest dashboard.

## STEP FOUR

Enter the user's information on the online form and select the information the user should be authorized to access. Click **SUBMIT**.

Your authorized user will receive a welcome email which includes registration information.

### My Authorized Users

ACTIVE      INACTIVE

You can only have at most 3 active users. To view your list of inactive users, click on the Inactive tab.

#### Add a New Authorized User

First Name	Last Name
Test	Test
Email	Relationship
test@rutgers.edu	Parent/Guardian
PIN	Access Expiration
1111	04/04/2027

**Dashboard Items: Authorize to view & discuss students information**

- Registrar Records (includes current/past courses, grades, major, GPA, degree credits)
- Student Accounting Records (includes account balance, viewing and paying term bill)
- Financial Aid Records (Two access permission levels.)
  - Custodial (Upload documents & view financial aid information.)
  - Read Only (View financial aid information only.)

**Non-Dashboard Items: Authorize to discuss student's information**

- Dean of Students (no information will be displayed, discussion purposes only)
- Judicial Affairs (no information will be displayed, discussion purposes only)
- Residence Life (no information will be displayed, discussion purposes only)

**SUBMIT**

The Custodial permission level will allow authorized users to submit and sign any financial aid documentation that may be requested



# My Authorized Users

ACTIVE

INACTIVE

You can only have at most 3 active users. To view your list of inactive users click on the inactive tab.

**Edwin Rivera**

Employer

Has Access to:

Student Accounting Records

Expires 01/27/2020

PIN 1234

Resend Welcome Email

Make Inactive

**John Doe**

Sponsor

Has Access to:

Registrar Records

Expires 01/28/2024

PIN 9999

Resend Welcome Email

Make Inactive

**Michael Doe**

Parent/Guardian

Has Access to:

Registrar Records

Student Accounting Records

Resend Welcome Email

ADD A USER

## NOTE

Click the **Edit** icon to update the PIN number, Expiration Date, or change Access Permissions at any time

## NOTE

The **ADD A USER** button will be disabled once you reach the maximum of 3 active authorized users