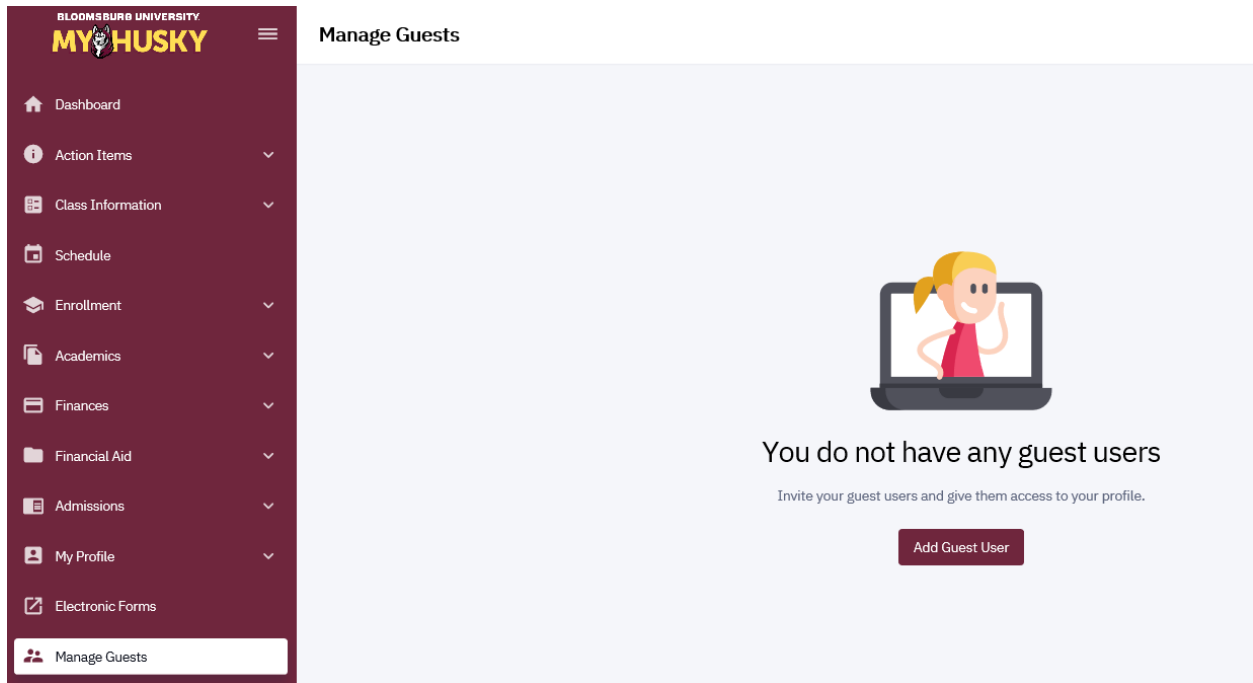


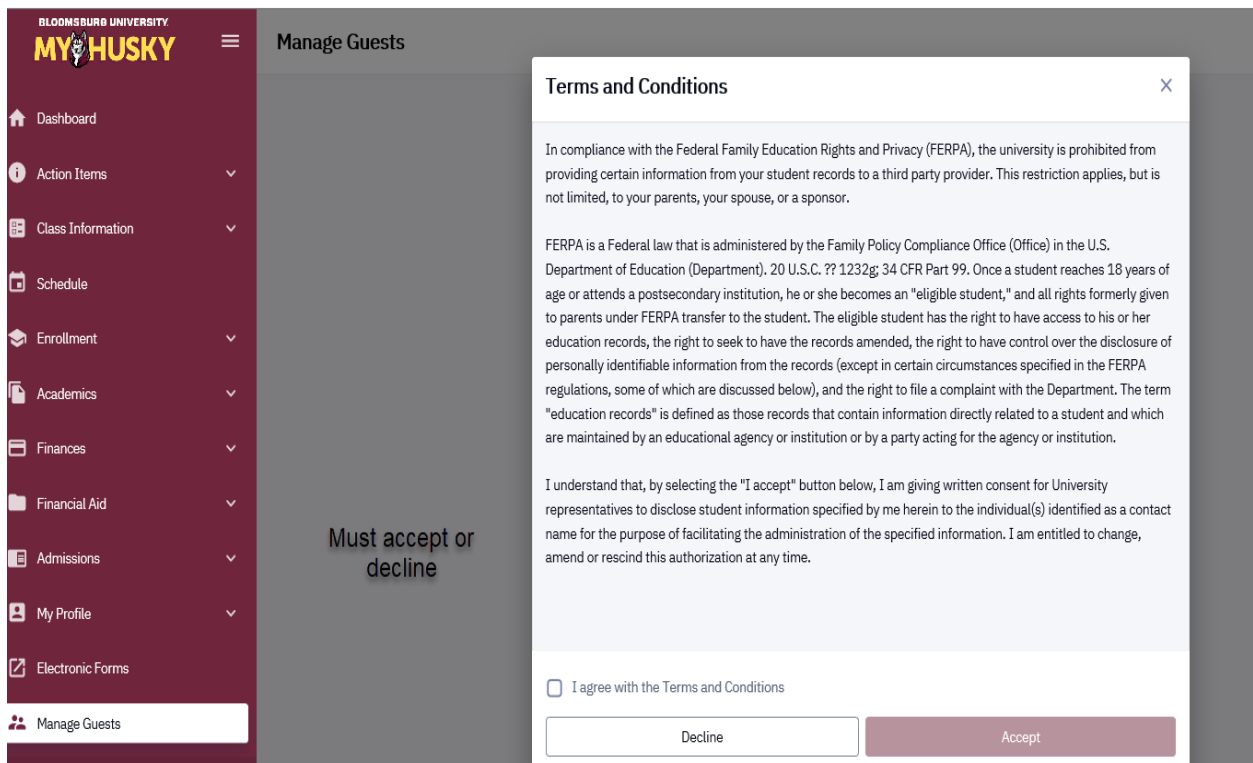
INFORMATION ON HOW TO SET UP GUEST USERS

Log into your [MyHusky](#) student account

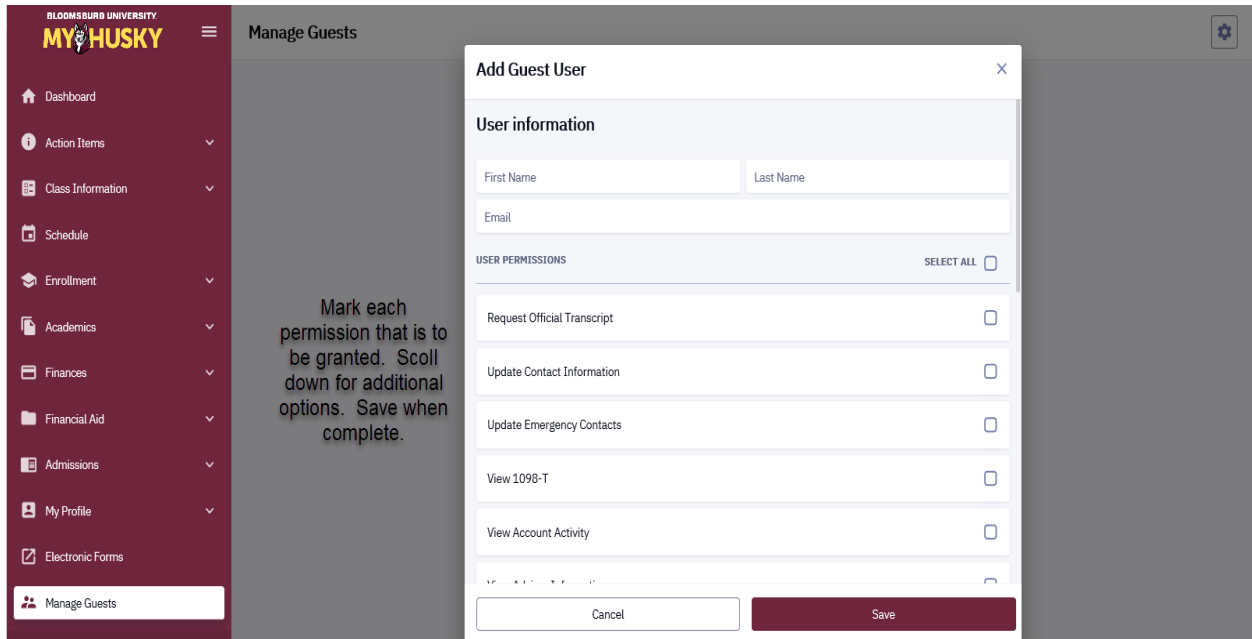
From your dashboard, select **Manage Guests**.



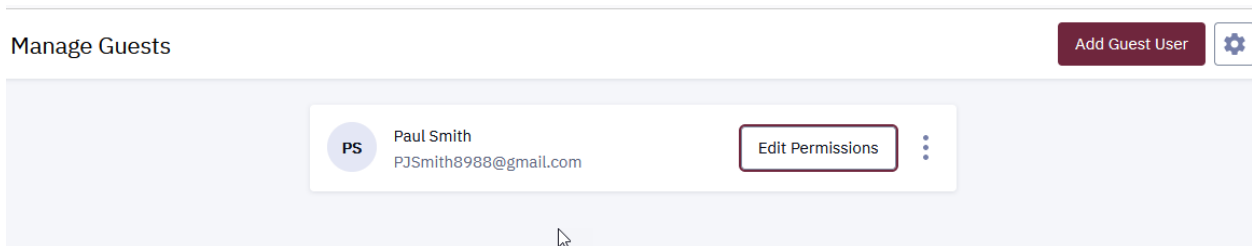
The screenshot shows the 'Manage Guests' page in the MyHusky system. On the left is a dark red navigation sidebar with the 'MY HUSKY' logo and a list of menu items: Dashboard, Action Items, Class Information, Schedule, Enrollment, Academics, Finances, Financial Aid, Admissions, My Profile, and Electronic Forms. The 'Manage Guests' item is highlighted at the bottom. The main content area is white and features a cartoon illustration of a blonde woman on a laptop screen. Below the illustration, the text reads: 'You do not have any guest users' and 'Invite your guest users and give them access to your profile.' A red button labeled 'Add Guest User' is positioned at the bottom right of the main content area.



This screenshot shows the same 'Manage Guests' page, but with a 'Terms and Conditions' modal window open. The modal has a title bar with a close button (X) and contains the following text: 'In compliance with the Federal Family Education Rights and Privacy (FERPA), the university is prohibited from providing certain information from your student records to a third party provider. This restriction applies, but is not limited, to your parents, your spouse, or a sponsor.' It then explains FERPA and lists rights such as access to records, amending records, and filing complaints. At the bottom of the modal, there is a checkbox labeled 'I agree with the Terms and Conditions' which is currently unchecked. Below the checkbox are two buttons: 'Decline' and 'Accept'. The background of the page is dimmed, and the text 'Must accept or decline' is overlaid in the center.

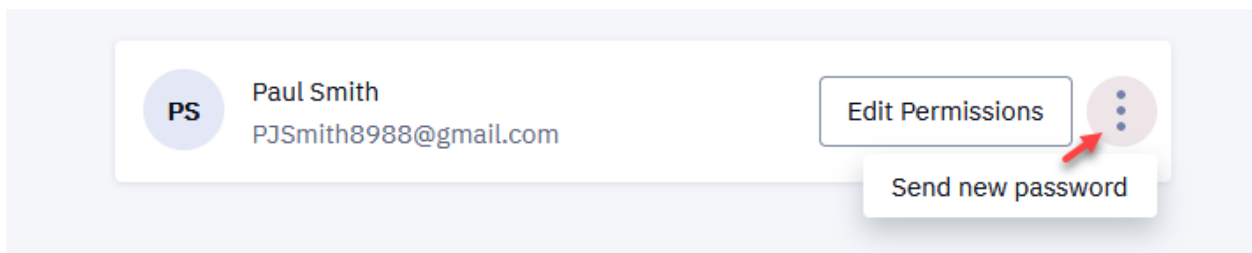


After saving, the name of the guest user will appear with the option to Edit Permissions or Add another Guest User.



After a student grants access, an email is sent to both the student and to the guest user(s). The email will detail what type of access the user has been granted. The User ID and Password that are sent in the email can be changed by the user the first time they log into the system.

If a guest user has lost their password, **ONLY** the student can reset. This can be done by clicking on the three dots following Edit Permissions to Send new password.



Any technical questions from guest users should be addressed to the Help Desk.