

## Students adding a new Parent/Guest User

1. Log into [MyRecords.unmc.edu](https://myrecords.unmc.edu).
2. Under **PROFILE** in the main menu, select **Edit Guest Access**.
3. Enter the email address of Parent/Guest you want to grant access. Click **SUBMIT** when done.
4. Enter your guest's first name, last name and date of birth. Click **SUBMIT** when done.
5. Select the check boxes to add access. Click the "i" icons to view summary of each section. Create a shared secret word or phrase for future account identification. Click **SAVE** when done. An email will be sent to the Parent/Guest with instructions to complete their account creation.

Once the **SAVE** button has been pushed, an email will be sent to the guest; The **Shared Secret** will also be provided to them for future identification needs.

**Parent/Guest** **RETURN**

Online ⓘ	In Person ⓘ	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Personal Information ⓘ
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Financial Aid ⓘ
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Student Accounts ⓘ
<input type="checkbox"/>	<input type="checkbox"/>	Student Records ⓘ

Shared Secret

word or phrase to share with Parent/Guest

**SAVE**

## Students managing existing Parent/Guest Accounts

Complete these steps if there is already a guest account created that you want to grant access. (For example, you have a sibling who attends that has setup access for your parent)

1. Log into [MyRecords.unmc.edu](https://myrecords.unmc.edu).
2. Under **PROFILE** in the main menu, select **Manage Guest Access**.
3. A list of all the guest accounts associated with the email account will appear. Select the one you want to grant access. This step may require you to confirm the ID that your guest

is using.

UNMC Parent	<b>Account:</b> SP801440 <b>Email:</b> unmc.parent@mail.com	Manage
Guest UNMC	<b>Account:</b> SP816104 <b>Email:</b> unmc.guest@mail.com	Manage

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

Email

4. Select the check boxes to add access. Click the "i" icons to view summary of each section. Create a shared secret word or phrase for future account identification. Click **SAVE** when done. An email will be sent to the Parent/Guest with instructions to complete their account creation.

Once the **SAVE** button has been pushed, an email will be sent to the guest; The **Shared Secret** will also be provided to them for future identification needs.

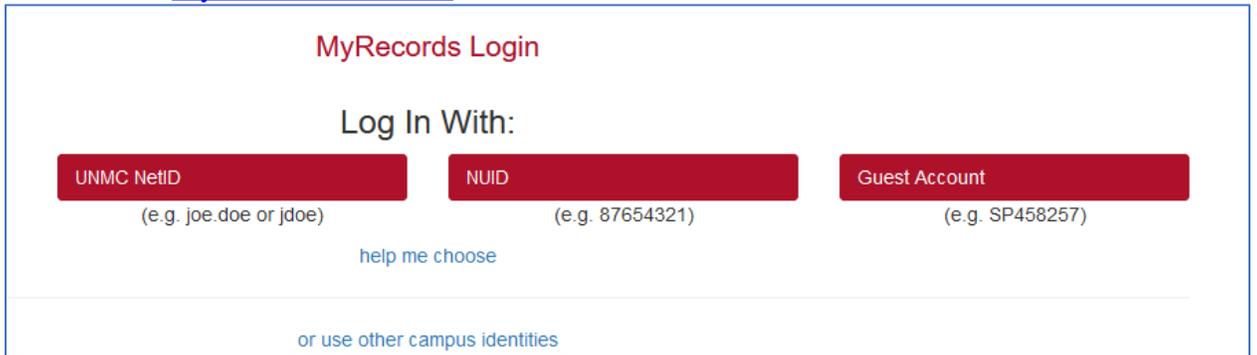
**Parent/Guest**

Online <input type="checkbox"/>	In Person <input checked="" type="checkbox"/>	Personal Information <input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Financial Aid <input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Student Accounts <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Student Records <input type="checkbox"/>

Shared Secret

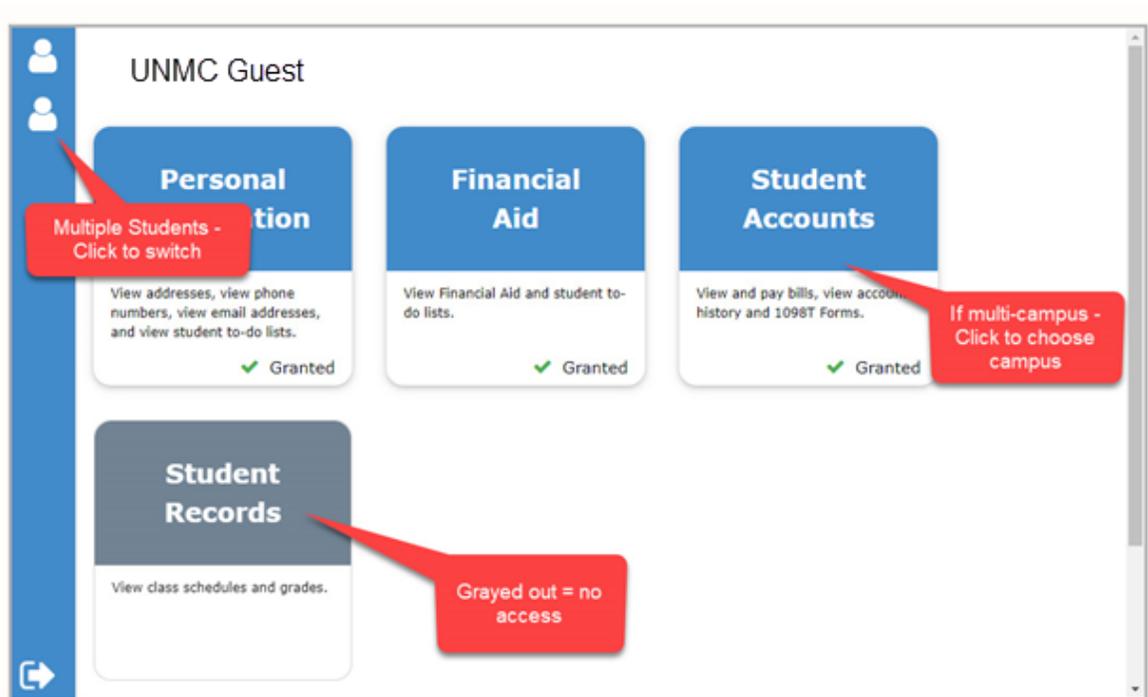
## Parent/Guest Dashboard

1. After a student grants access to their account, the Guest/Parent will need to log in to the dashboard at [MyRecords.unmc.edu](https://MyRecords.unmc.edu).



The image shows the MyRecords Login page. At the top, it says "MyRecords Login" in red. Below that, it says "Log In With:" in black. There are three red buttons: "UNMC NetID" with the example "(e.g. joe.doe or jdoe)", "NUID" with the example "(e.g. 87654321)", and "Guest Account" with the example "(e.g. SP458257)". Below the buttons is a link "help me choose" in blue. At the bottom, there is a link "or use other campus identities" in blue.

2. The dashboard will show a list of students the guest account has access to.
  - o Blue tiles with a student's name indicates the student has granted guest access.
  - o Gray tiles with a student's name indicates the student has not yet granted guest access.
  - o If the student attends more than one campus, a list will appear over the tiles. The guest can select the campus. After the guest select the tile, they will be taken to the campus page with the student's information.



The image shows the UNMC Guest dashboard. It has a blue sidebar on the left with two user icons and a home icon. The main content area is titled "UNMC Guest" and contains four tiles: "Personal Information", "Financial Aid", "Student Accounts", and "Student Records". The first three tiles are blue and have a green checkmark and the word "Granted" at the bottom. The "Student Records" tile is grayed out. Red callout boxes provide instructions: "Multiple Students - Click to switch" points to the user icons; "If multi-campus - Click to choose campus" points to the "Student Accounts" tile; and "Grayed out = no access" points to the "Student Records" tile.