
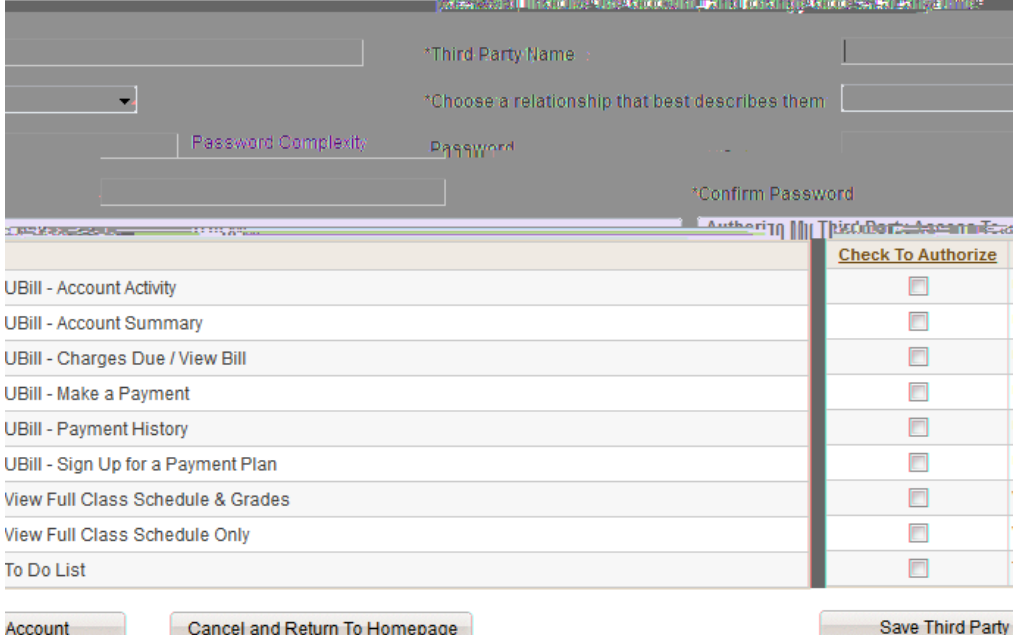


Creating a Third Party Account

Purpose: Students may create third party accounts via Student Center. The following instructions describe how to create a third party account.

Step	Action
1.	Log onto <i>My Universe</i> . On the <i>My Page</i> tab, in the Third Party Accounts pagelet, click the Manage NEW SIS 3rd Party Accts link.

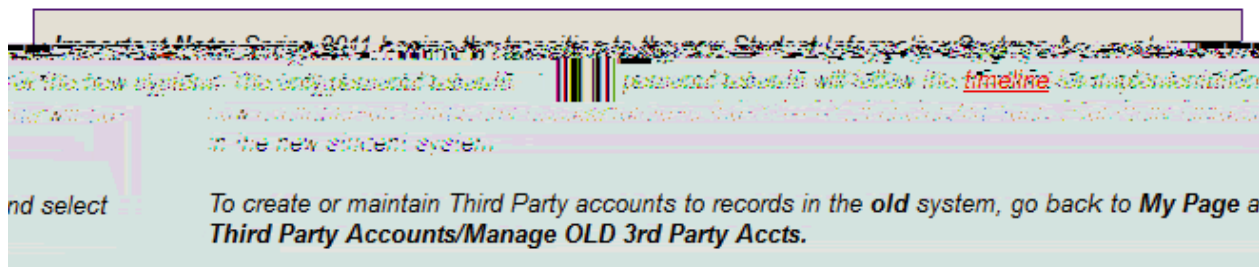


Step	Action
3.	Click the Add New Account button. 
4.	<p>On the Create Your Third Party Account page, enter the following:</p> <p>Third Party Name – Example “Dad” or third party’s name</p> <p>Choose a Relationship that best describes them – Select as appropriate</p> <p>Password – Type a password. The Password Complexity link provides recommended guidelines. Click to review.</p> <p>Confirm Password – Re-type the password.</p> <p>Authorize My Third Party Access To... - Check each record type you wish this third party to have access to.</p> <p>Create Your Third Party Account</p> <p>Enter the information below on your new Third Party account you want to create. At the bottom are the areas of your records you can grant them access. Only the areas that are available to you are the ones you can select.</p> 
5.	<p>Click the Save Third Party Account button at the bottom of the page.</p> <p>Result: A confirmation page displays with the username and access granted. A email is also sent to the student with this information. For security reasons, the password is not included. The student should give the password to the third party.</p>

Third Party Account Password Reset and Maintenance

Important! All password resets and maintenance for access to the student's records must be completed by the student. Log onto *My Universe*, On the **My Page** tab, in the **Third Party Accounts** pagelet, click the **Manage NEW SIS 3rd Party Accts** link. Click the account name to update the password or edit the access. Click the **Save Third Party Account** button when complete.

Rachel Jones Your Third Party Account(s)



complete to see. **Would you like to share some of your personal records with someone else?** Start here to create/maintain your Third Party Accounts for the **new Student Information System**. You have control over who has access to your personal records and which personal records you want them to see.

off. This... Creating a Third Party Account allows you to release selected confidential information about your records. Confidential information is selected by the student and may include records for attendance, discipline, and other information. The information is released to the third party you select. You can also create a Third Party Account for a third party to access your records. For more information, see the [Third Party Accounts](#) pagelet.

f they have As the account owner, you are the first point of contact for each Third Party account you create. If they have any questions, they should talk to you first.

..... You may want to review the [UNI Parent Portal Help](#) for more information.

