myGuest Dashboard

How-to Guide for Authorized Users

The myGuest Dashboard provides authorized users such as parents, guardians, and third parties with the ability to view student information online. Students must grant authorization to guests and choose which information they will be able to view. Once the student completes the authorization process, the guest will be able to register by creating a CommunityID.

The following guide provides step-by-step instructions on how to create a CommunityID and view student information on the myGuest Dashboard.
Create a CommunityID account
You will receive a welcome email with instructions to create a CommunityID to access myGuest Dashboard

Log in to myRutgers
Go to myRutgers portal site and log in with CommunityID

Click on a student card to launch myGuest Dashboard
Select the student by clicking on the respective student card to view the student’s information
Hi Michael Doe,

Samuel Doe has granted you authorized user access to view student information on the myGuest Dashboard.

First, you will need a CommunityID account to access the myGuest Dashboard. Please visit Register CommunityID to create a CommunityID account.

Once your CommunityID account is ready, please visit the myGuest Dashboard and follow the steps below:

Click on the CommunityID Login icon (top right).

Please use the following email address: mdoe@yahoo.com to log in.

Authorized user access allows you to view specific student information on the myGuest Dashboard depending on the access levels authorized by the student.

A few friendly reminders:

- Any document(s) submission and course registration must be done by the student.
- If granted access, the authorized user can view the term bill and make payments on the student's behalf.
- Authorized users need to use their four-digit pin when calling or visiting university departments for assistance regarding the information they have been authorized to view. Rutgers University administrators will validate the pin and the authorized user's access before speaking with the individual to protect the rights of the students. Pin information is displayed when logging into the myGuest Dashboard.

You are receiving this email because a Rutgers student has given you access to view their student information. Unauthorized access to the system is prohibited.

Sincerely,

March 4, 2020

NOTE

Once you have been identified as an authorized user by a student, you will receive a welcome email, which includes information about the myGuest Dashboard.

Click on the Register CommunityID link in the welcome email to launch the Rutgers CommunityID registration site.
Your name and email address will be pre-populated based on what the student entered during the authorization process.

You will need to create a password, check the COPPA box, and click REGISTER.
Once you have registered your CommunityID, go to [my.rutgers.edu](http://my.rutgers.edu).

Click the **CommunityID** button to log in to the myGuest Dashboard with your email address and the password you created in the previous step.
NOTE

Select a student to launch the dashboard for view-only access to the student’s information.
NOTE

You will only see the information you have been authorized to access by the student.
If you have been granted access to student accounting records, you can view and pay the student's term bill.
NOTE

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