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
STEP ONE: LOG IN

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

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

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

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

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