For Students: Granting Shared Access to a Family Member or Guest

Log in to the MyNIU portal at myniu.niu.edu.

Click on the Student Center link.

MyNIU Quick Links

Need Help? Call the DoIT Service Desk 815-753-8100.

To change your password go to password.niu.edu.

My NIU — MyNIU Student Center

Bb — Blackboard

✉ — Student Email

Click the Share My Information button.

Academics

Search
Plan
Enroll
My Academics

📅 Deadlines   🔗 URL   ✅ Gradebook

This Week's Schedule

Class	Schedule

other academic... ▼ ⟫

weekly schedule ▶
enrollment shopping cart ▶

SEARCH FOR CLASSES

SHARE MY INFORMATION

Holds
No Holds.

To Do List
No To Do's.

NOTE: The Share My Information button will only appear if:
The future student has attended orientation as an undergraduate, OR
The student is currently enrolled in at least one class, OR
The student account has an amount owed

Click the Delegate Access to a New Contact button.

Share My Information - Summary

Below is the list of contacts you delegated access to your own data. To edit the information for a contact, click the Edit button. To delegate access to a new contact, click the Delegate Access to a New Contact button.

No current delegated access found.

DELEGATE ACCESS TO A NEW CONTACT

Need Help? Contact the NIU Service Desk at 815-753-8100.

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Read the Terms and Conditions and click the I Accept Button to proceed.

Share My Information - Terms and Conditions

In compliance with the Federal Family Educational Rights and Privacy Act (FERPA), the university is prohibited from providing certain information from your student records to a third party. This restriction applies, but is not limited, to your parents, your spouse, or a sponsor.
FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights formerly given to parents under FERPA transfer to the student. The eligible student has the right to have access to his or her education records, the

I ACCEPT

Fill in the contact name, relationship, email address, and confirm the email address. A student can share information with up to 2 delegates.

Share My Information - Details

*Contact Name: [   ] (First Name Last Name)

*Relationship: [▼]

*Contact Email Address: [   ]

*Confirm Email Address: [   ]

Read the description of each transaction name and then use the check boxes to select which transactions you want to share with your delegate.

	Transaction Name	Description	S
☐	Academics - View Grades	Delegate the ability to view grades.	
☐	Academics - View Student Schedule	Delegate the ability to view the student's schedule.	
☐	Academics - View Transfer Credit Report	Delegate the ability to view the Transfer Credit Report.	
☐	Admissions - View Admission Status	Delegate the ability to view the admission status.	
☐	Financial Aid - View Financial Aid Awards	Delegate the ability to see financial aid award information.	
☐	Financials - Make A Payment	Delegate the ability to make a payment on the student's account.	
☐	Financials - View 1098-T	Delegate the ability to view student 1098-T.	
☐	Financials - View Account Statements	Delegate the ability to view student account statements.	
☐	Financials - View Due Charges	Delegate the ability to view due charges.	
☐	Financials - View Term Account Detail	Delegate the ability to view student account information by term.	
☐	Self Service - View To Do List	Delegate the ability to view the pending items on your to do list generated by the institution.	

SELECT ALL   CLEAR ALL

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Decide on a 4-digit PIN, enter the PIN, and confirm it. You will need to give this PIN to your delegate. Click the Save button.

PIN: [   ] Please provide a 4 digit pin code. This pin code will have to be communicated to the contact person in order to assist

Confirm PIN: [   ] NIU staff to verify identity in the event that the delegate needs to contact the university.

SAVE

Note: The PIN is not included in any message sent from MyNIU to the delegate. It is your responsibility to provide the PIN to your delegate.

A confirmation message will appear stating that an email notification will be sent to you and your delegate. Click the OK button.

Message

An email notification will be sent to [Name] (14025,76)

An email notification will be sent to [Name] to inform him or her about the new or revoked delegated transactions. Press Ok to continue or Cancel to go back.

OK   Cancel

You will see the Save Confirmation message. Click the OK button.

Save Confirmation

✔ The Save was successful.

OK

You have now granted access to a delegate and will see your delegate listed.

Share My Information - Summary

Below is the list of contacts you delegated access to your own data. To edit the information for a contact, click the Edit button. To delegate access to a new contact, click the Delegate Access to a New Contact button.

DELEGATE ACCESS TO A NEW CONTACT

▽ **Mother**   EDIT   DELETE

Contact Name	Contact Email Address	Relationship	Contact Status
		Mother	Unknown

Shared Access		Start Date	Transaction Status

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After logging in to MyNIU, click the Student Center button. Click the Share My Information button. From the Summary page, click the Edit button.

Share My Information - Summary

Below is the list of contacts you delegated access to your own data. To edit the information for a contact, click the Edit button. To delegate access to a new contact, click the Delegate Access to a New Contact button.

DELEGATE ACCESS TO A NEW CONTACT

▽ Mother   EDIT   DELETE

Click the Resend Last Email button. A message will appear confirming your action. Click the OK button.

RESEND LAST EMAIL

Transaction Name	Description	Start Date
☑ Academics - View Grades	Delegate the ability to view grades.	03/06/2018
☑ Academics - View Student Schedule	Delegate the ability to view the student's schedule.	03/05/2018

Note: The Pin is not included in any message sent from MyNIU to the delegate. It is your responsibility to provide the pin to your delegate.

Updating the Information that You Share

From the Share My Information – Summary page, click the Edit button. Select/deselect the check boxes next to the transactions that you want to share. Click the Save button. A message will appear confirming updates of selected shared information. Click the OK button to continue. An email will be sent to your delegate notifying them of updated shared information.

Deleting Shared Access with a Delegate

Share My Information - Summary

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DELEGATE ACCESS TO A NEW CONTACT

▽ Mother   EDIT   DELETE

If you no longer wish to share your information with your delegate, click the Delete button from the Share My Information – Summary page. A Delete Confirmation message will appear. Click the Yes – Delete button to continue. A message will be sent to your delegate notifying them of their revoked access.

Need Help? Contact the NIU Service Desk at 815-753-8100.

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