

# myGuest Dashboard

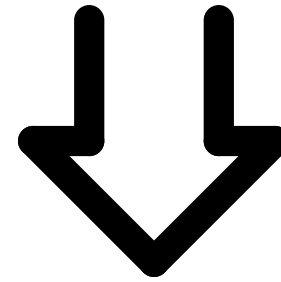
## *How-to Guide for Authorized Users*

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.

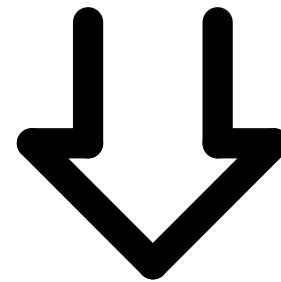
## **Create a CommunityID Account**

**You will receive a welcome email with instructions to create a CommunityID to access myGuest Dashboard.**



## **Login to myRutgers**

**Go to the myRutgers portal site and login with your CommunityID.**



## **Click on a student card to launch myGuest Dashboard**

**Select the student by clicking on their student card to view the student's information.**

## 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 the **Register CommunityID** link in the welcome email to launch the Rutgers CommunityID registration site.

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](mailto: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,

**Sample Letter**

**RUTGERS** | CommunityID

Register Manage Account About Help

### REGISTER

Register to create a new CommunityID account by entering information below.

First Name \* Middle Name Last Name \*

Michael [ ] Doe

Email Address (used as login username)  
Email \*(used as login username)  
mdoe@yahoo.com

This email will be used to login to your CommunityID account, password recovery and official cc

Confirm Email \*Must match your email address.  
mdoe@yahoo.com

Password \* Confirm Password \*

.....

Weak

- Your password contains sequences

To comply with COPPA, I affirm that I am 13 years or older.

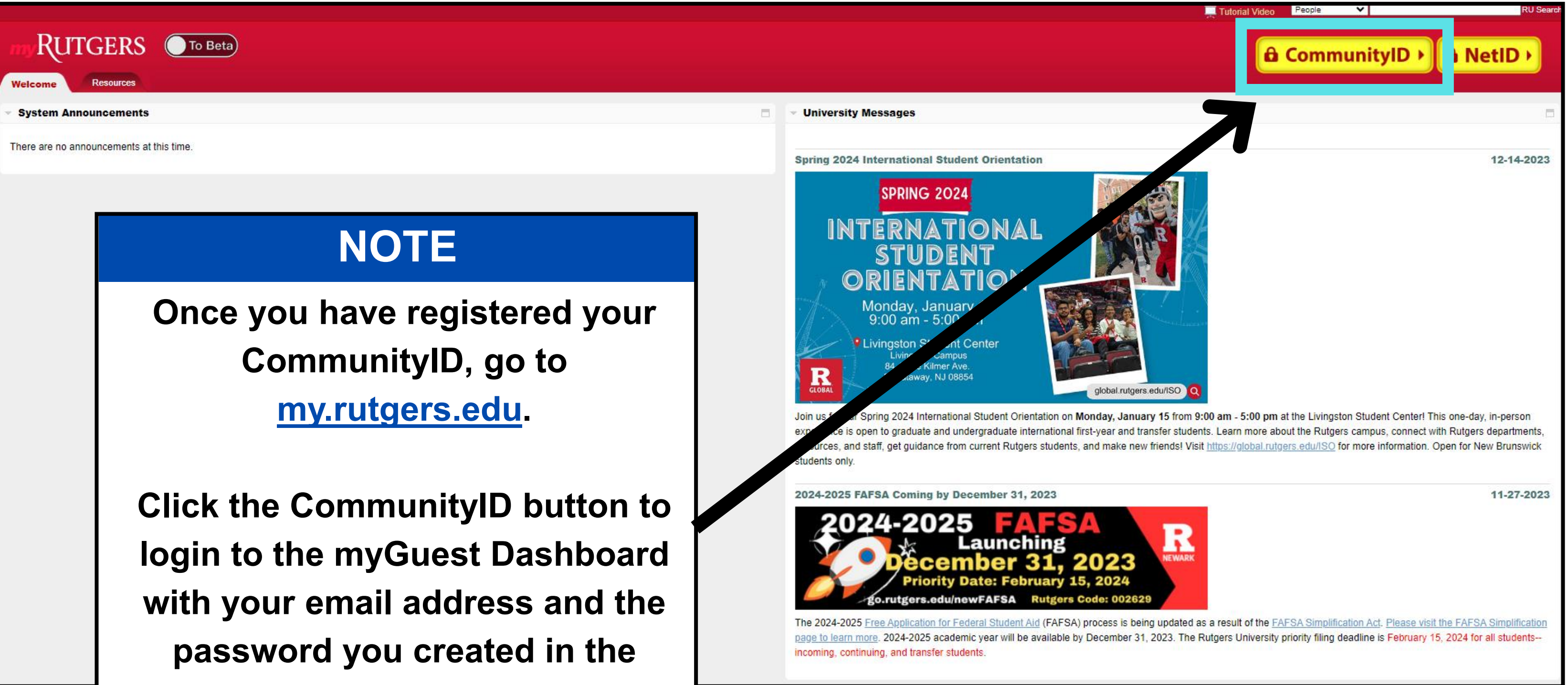
**REGISTER**

**NOTE**

**When registering your CommunityID, 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*.**





myRUTGERS  To Beta

Welcome Resources

System Announcements: There are no announcements at this time.

University Messages

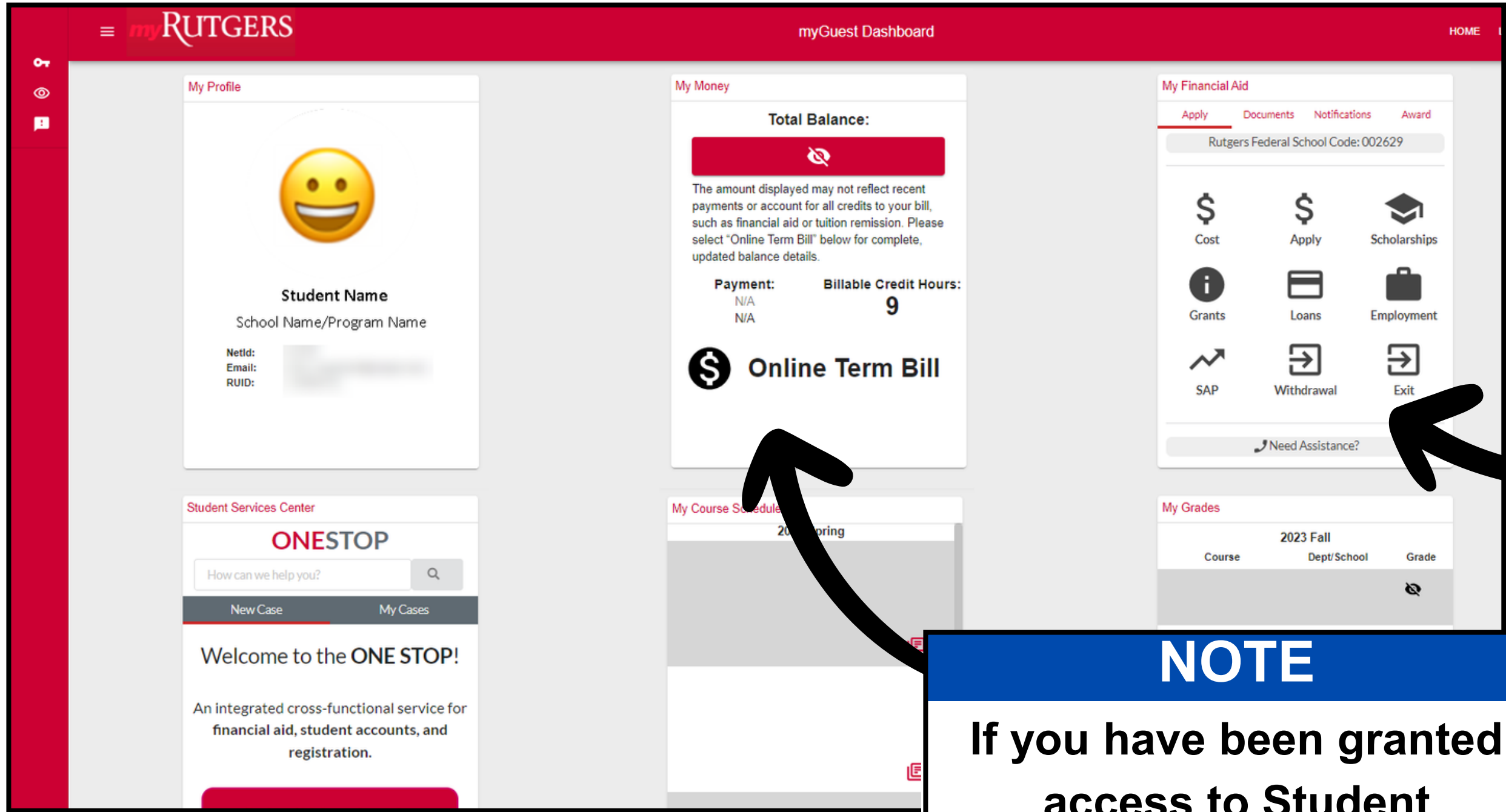
Spring 2024 International Student Orientation 12-14-2023

2024-2025 FAFSA Coming by December 31, 2023 11-27-2023

**NOTE**

Once you have registered your CommunityID, go to [my.rutgers.edu](https://my.rutgers.edu).

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



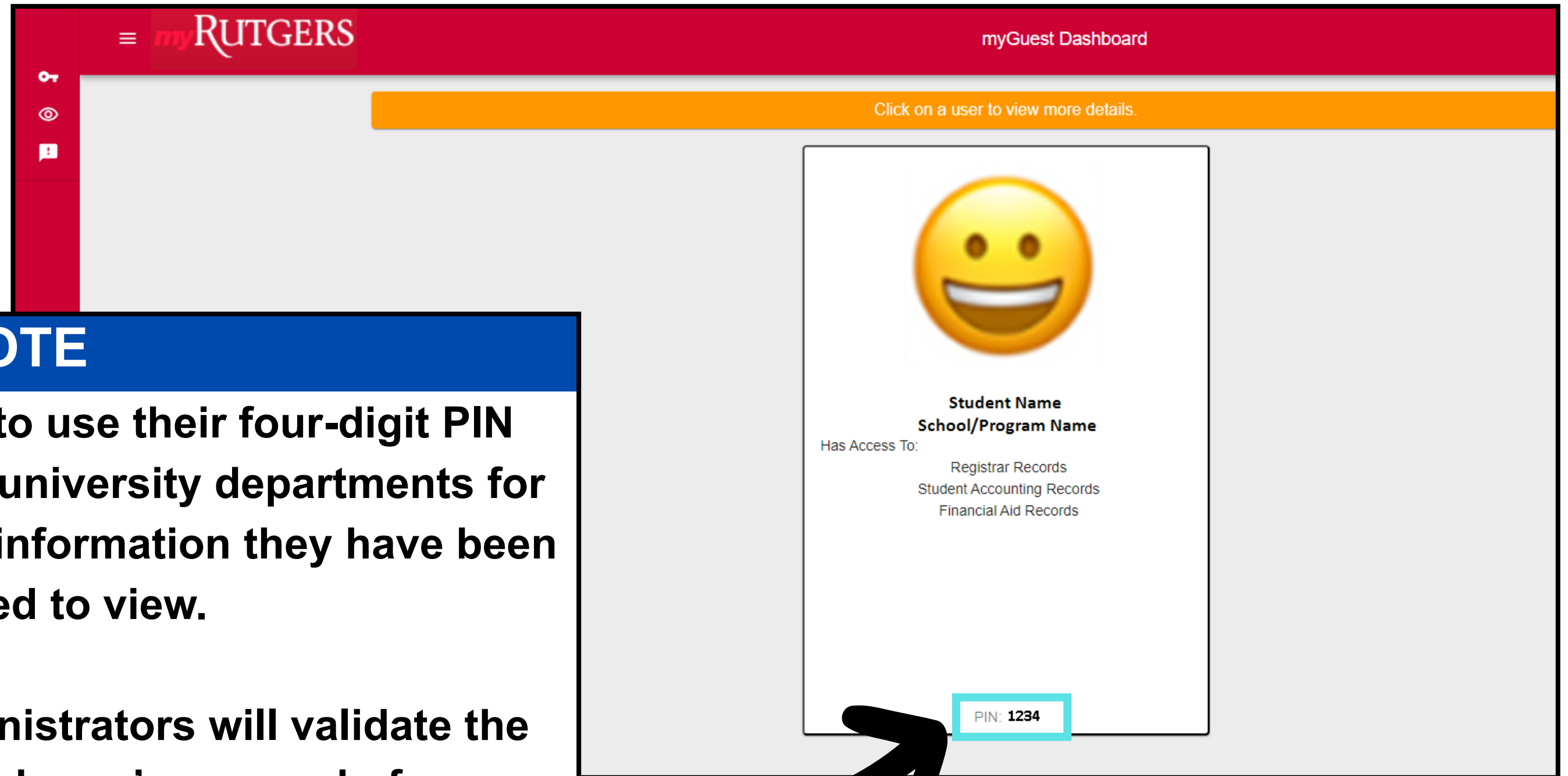
The screenshot shows the myRUTGERS myGuest Dashboard with several sections: My Profile, My Money, My Financial Aid, Student Services Center (ONESTOP), My Course Schedule, and My Grades. The My Money section is highlighted with a red box and an arrow pointing to the 'Online Term Bill' link.

**NOTE**

You will only see the information you have been authorized to access by the student.


**NOTE**

If you have been granted access to Student Accounting records, you can view and pay the student's term bill.



myRUTGERS myGuest Dashboard

Click on a user to view more details.



**Student Name**  
**School/Program Name**

Has Access To:

- Registrar Records
- Student Accounting Records
- Financial Aid Records

PIN: 1234

## NOTE

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**Rutgers University administrators will validate the PIN and the authorized user's access before speaking with the individual to protect the rights of the student.**