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.
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**.
NOTE

Once you have registered your CommunityID, go to 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.
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.
NOTE

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 student.