Invited Viewer Portal Access - Student

Students can grant Invited Viewer (parents, spouse, etc.) view-only access to their iSIS secure personal information. Students have complete control of which information they choose to reveal, and can revoke access at any time.

To grant access:

1. Log in to iSIS: go.tufts.edu/isis

2. Click REQUEST > INVITED VIEWER ACCESS. The Invited Viewer Access page displays.

   | REQUEST |
   | VIEW UNOFFICIAL TRANSCRIPT |
   | INVITED VIEWER ACCESS |

3. Fill out the three My Invited Viewers fields.
   a. Name
   b. E-Mail
   c. Relationship to Student

4. Click the plus icon . An invite key window will display and an email is sent to the invited viewer.

5. Cut and paste or take note of the key and click Ok. The invite key window closes. This key will need to be emailed or somehow communicated, such as by phone, to the invitee separately.

6. Finally, check the appropriate checkboxes to grant access. Once checked, the access is granted.

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The information made available will be the same information you see on your iSIS HomePage.
If the invited individual loses their key, click the **view invite key** icon to re-access the key.

As the inviter, your efforts are complete.

For the invited viewer to get access to your data:

1. The invited viewer opens their invitation email and clicks the **Registration** link.

   Once you receive the key, click the following link to complete the account creation process: **Registration**

   The invited viewer must have enabled pop-ups in their web browser.

2. The invitee now enters the key into the first **INVITE KEY** field.

   ![Invitation Email](image)

3. The invited viewer clicks **Next**. The “Do you have an existing login?” screen displays.

   If they DO NOT have an existing login, which means they have not been registered by another student or they do not have a Tufts Username and active iSIS access (most Tufts alumni, faculty, and staff already have one):

4. Click **No**. Confirmation and Password information display.

5. Check and confirm the Name and Email Address information. You may edit your Name.
6. Enter a password.
7. Confirm the password.
8. Click **Next**. The “You have successfully created your iSIS account” message displays.
9. Close the message window. They will be directed to the iSIS homepage.
10. Log in with their User ID (use your email address) and password.
11. Have them bookmark **http://go.tufts.edu/isis** as this is where they will regularly log in to iSIS.
If they have an existing login (e.g., previously registered by another student, and most Tufts alumni, faculty, and staff already have one):

4. Click **Yes**. The Login Instructions display.

5. Fill in their Username and Password fields (their existing login credentials).
6. Click **Next**. The confirmation page displays.
7. Check and confirm the Name and Email Address information. They may edit their Name.
8. Click **Next**. The “You have successfully created your iSIS account” message displays.
9. Close the message window. They will be directed to the iSIS homepage.
10. Have them bookmark [http://go.tufts.edu/isis](http://go.tufts.edu/isis) as this is where they will regularly log in to iSIS.

To view student’s information as an invited viewer with no previous relationship with Tufts University:

1. Log in to iSIS:  [go.tufts.edu/isis](http://go.tufts.edu/isis)
2. Click the student. The student information displays.

To view student’s information as an invited viewer with a previous association with Tufts University:

1. Log in to iSIS:  [go.tufts.edu/isis](http://go.tufts.edu/isis)
2. Click the Home icon and select **INVITED VIEWER HOME**.

3. Click the student. The student information displays.

If the invited viewer loses their key or you need to edit their profile, revoke their access and then add the individual a second time (they will receive a new key).

1. Log in to iSIS:  [go.tufts.edu/isis](http://go.tufts.edu/isis)
2. Click the Home icon and select **REQUEST > INVITED VIEWER ACCESS**.
   a. Either check or uncheck checkboxes. The edits are saved.
   
   or

   b. To remove an entire profile, click the **revoke** icon. The access is removed.