



MyBU Student for Guest Users

This guide provides information and instructions for family members and other third parties who have been granted delegated access by a student. It includes a step-by-step walkthrough of how to access a guest account for the first time, as well as other helpful navigation and support information.

Table of Contents

INTRODUCTION	2
PERMISSIONS AVAILABLE.....	3
ACCESSING GUEST USER ACCOUNT.....	4
NAVIGATING MYBU STUDENT AS A GUEST USER	7
DASHBOARD	8
MENU.....	8
VIEW UNOFFICIAL TRANSCRIPT	9
VIEW/PAY STUDENT ACCOUNT BALANCE DUE.....	11
STUDENT ACCOUNT DETAILS	11
VIEW FINANCIAL AID	12
TROUBLESHOOTING & PASSWORD HELP	13
FREQUENTLY ASKED QUESTIONS FOR GUEST USERS.....	13

Introduction

This guide is intended for Guest Users. If you are a student and want more information about how to use the Manage Guests page in MyBU Student check out this [Manage Guests knowledge article](#).

BU students can grant guest access to family members or other third parties to view certain aspects of their student information in MyBU Student.

Once a student has added a Guest User, the guest must then set up their own unique user account in MyBU Student. Depending on the permissions granted by the student, Guest Users can view certain academic and financial details of the student, as well as take certain actions, such as paying bills or downloading a copy of the student’s unofficial transcript.

The ability to manage guest users in MyBU Student is in accordance with Boston University’s obligations under the federal Family Educational Rights and Privacy Act (FERPA).

The University policy on the release of student information can be found here: <https://www.bu.edu/reg/academics/ferpa/release/>.

The student has full control over the access granted to their Guest Users.
Students may revoke some or all of the Guest User’s permissions at any time.

PERMISSIONS AVAILABLE

Students may grant any or all of the following permissions to guests in MyBU Student. **Available permissions may be subject to change in accordance with policy and/or system updates.**

- **CONSENT TO DISCLOSURE:**
 - Allows the University to communicate with parents/guardians/others in certain limited circumstances, including the following:
 - The student voluntarily withdraws or takes a leave of absence
 - The student is suspended or dismissed from the University
 - The student is required to leave University housing
 - The permitted person has questions or concerns about the student's financial aid or student account
 - The student is placed on academic probation (a school or college official may notify parents)
 - For example, if a parent wishes to discuss a student's bill via phone or email with Student Accounting Services, the student must first grant that parent Consent to Disclosure.
 - Consent to Disclosure alone does not allow a Guest User to access any pages in MyBU Student.
 - Official FERPA definitions may be found on the Office of the University Registrar's website, here: <https://www.bu.edu/reg/academics/ferpa/definitions/>
- **VIEW FINANCIAL AID**
 - Allows Guest User to view student Financial Aid award information
- **VIEW UNOFFICIAL TRANSCRIPT**
 - Allows Guest User to view the following academic information:
 - Cumulative statistics: GPA, academic units (credits)
 - Program/Plan
 - Milestones (where applicable): non-course related requirements (e.g., thesis)
 - Enrollment by term: Courses, units, grades
 - Degrees
 - Transfer and Test Credit
- **VIEW/PAY STUDENT ACCOUNT**
 - Allows Guest User access to the following 2 pages:
 - **STUDENT ACCOUNT DETAILS** - Shows all charges and payments/credits made on the student account
 - **STUDENT ACCOUNT BALANCE DUE** - Shows the current student account balance due, and allows user to click through to Nelnet (the service used to make payments)
- **[Coming soon!] VIEW 1098-T**
 - *Granting access to 1098-T may not be available until after June 2024.*

- More information about IRS Form 1098-T can be found here:
<https://www.bu.edu/studentaccountingservices/resources/irs-form-1098t/>


Accessing Guest User Account

Setting up a Guest User account can be more complicated than setting up a typical user account for most websites. It is recommended to pay close attention to these steps to ensure successful login.

1. The first and most important step to access a Guest User account is for the student to add the guest (name and email address) and select their desired permissions using the Manage Guests page in MyBU Student. **It is not possible for a Guest User to create an account unless the student initiates it.**
2. Once the student has initiated guest access, the Guest User will receive two (2) emails:
 - a. Email 1 of 2: contains User ID
 - b. Email 2 of 2: contains secure link for user to view and copy their passwordEmails will come from a do-not-reply "@bu.edu" email address, with subject lines that look something like the below screenshots:

Guest User Credentials Notification to Proxy (1 of 2)

Guest User Credentials Notification to Proxy (2 of 2)

 If one or more of the emails don't arrive, be sure to check junk/spam folders, and double check with the student that they entered the correct email address.

3. Open the first email to access the User ID. This email also contains a link to log in to MyBU Student which can be opened from this email, or from the second email.

Boston University Guest Access Credentials (1 of 2)

From: [sender address may vary]@bu.edu
 Date: Wed, Dec 4, 2024 at 11:41 AM
 Subject: Boston University Guest Access Credentials (1 of 2)

[Guest name]

As of 12/04/2024 @ 11:41 AM, you have access to [Student name] records at Boston University. You will be able to perform or view the following transactions on [Student name] behalf in MyBU Student:

- Consent to Disclosure
- View Financial Aid
- View Unofficial Transcript
- View/Pay Student Account

i This list may vary based on the permissions granted by the student.

Your User ID is listed below. The corresponding password was sent in another email with the same subject line. Use these credentials to log in and access MyBU Student. **Please note that your User ID is case-sensitive; you must enter it exactly as listed below. You also need to use the provided link to MyBU Student to log in. You cannot log in using a different direct URL.**

User ID: [Guest User ID]

i The User ID is in ALL CAPS and is case sensitive. It's created by the system and cannot be changed.

[MyBU Student](#)

i The link can be accessed upon receiving this first email. However, a password is necessary to successfully login, so the **second email is also needed.**

This message was sent from an unmonitored account. Please do not reply to this email, as your reply will not be acknowledged.

4. Open the second email to retrieve the **account password**.

Boston University Guest Access Credentials (2 of 2)

From: [sender address may vary]@bu.edu
 Date: Wed, Dec 4, 2024 at 11:41 AM
 Subject: Boston University Guest Access Credentials (2 of 2)

[Guest name]

As of 12/04/2024 @ 11:41 AM, you have access to [Student name] records at Boston University. You will be able to perform or view the following transactions on [Student name] behalf in MyBU Student:

- Consent to Disclosure
- View Financial Aid
- View Unofficial Transcript
- View/Pay Student Account

The link to retrieve your password is listed below. Your User ID was sent in another email with the same subject line. Use these credentials to access MyBU Student. **Please note that you need to use the provided link to MyBU Student to log in. You cannot log in using a different direct URL.**

Link to Retrieve Password:
https://csptst.cs.bu.edu/SA/s/WEBLIB_HCX_GN.H_SECRET.FieldFormula.IScript_Main?id=fcd1-99917461edab41 (The link to retrieve this password expires in 7 days)

i Secure link - URL you receive is unique.

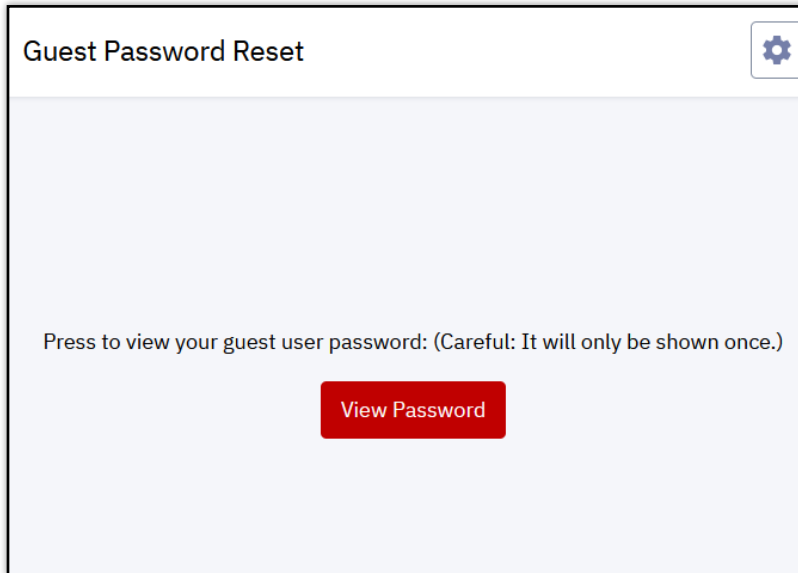
[MyBU Student](#)

i This is the same link to MyBU Student that was included in the first email. Enter your User ID and Password there.

i This link opens a page to view and copy your password. The link will expire in 7 days, though the password will remain valid.

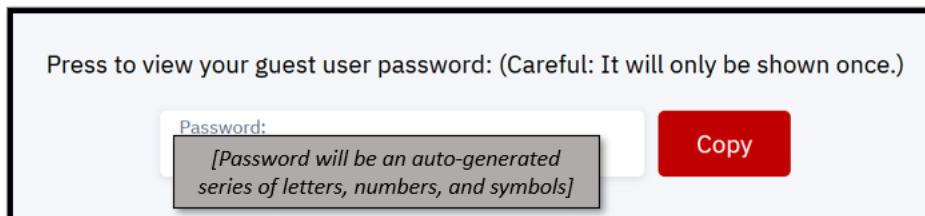
This message was sent from an unmonitored account. Please do not reply to this email, as your reply will not be acknowledged.

- a. In the body of the second email, click the “Link to Retrieve Password”. This should open in a new browser window/tab labeled “Guest Password Reset”.
 - i. *Note: The screen will have the “Password Reset” header even if the password is being accessed for the first time.*



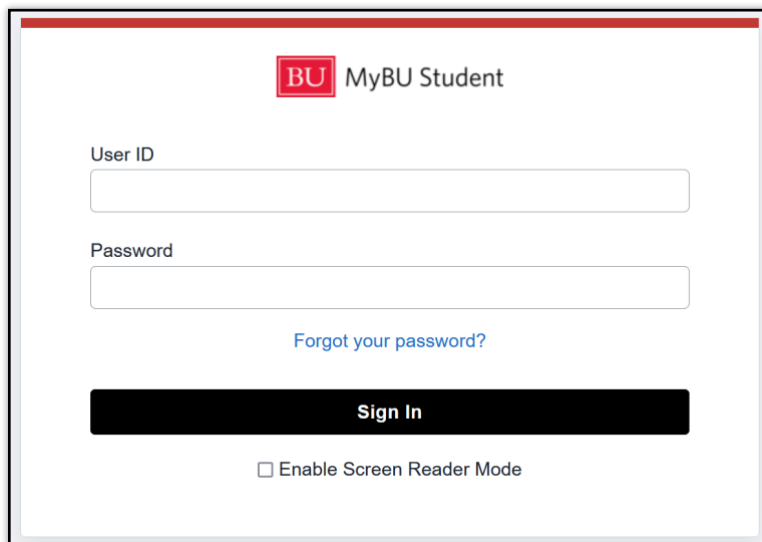
- b. Click “View Password.”

i As noted on the page, the password can only be displayed once. If the browser window is closed or times out, the password cannot be viewed again. Therefore it is recommended to copy and/or write down the password immediately.



- c. Click “Copy” to copy the password to the device’s clipboard.
 - i. It is recommended to keep this page open until login is successful– in case there is a need to copy the password again.
5. Open the link for MyBU Student in either email to access the login page. It should open in a new browser tab.

- a. Guest Users should always use the link in the email to access MyBU Student as it is specific to guest users.



The screenshot shows the MyBU Student login interface. At the top, there is a red square logo with the letters 'BU' in white, followed by the text 'MyBU Student'. Below this, there are two input fields: 'User ID' and 'Password'. The 'User ID' field is a simple text box, while the 'Password' field is a text box with a small eye icon on the right side. Below the password field, there is a blue link that says 'Forgot your password?'. At the bottom of the form, there is a black button with the text 'Sign In' in white. Below the button, there is a checkbox labeled 'Enable Screen Reader Mode'.

Note: The “Forgot your password?” functionality shown is coming soon.

- b. Enter the User ID from the first email into the User ID field.
 - i. **Reminder:** The User ID must be entered in ALL CAPS (i.e., it is case sensitive).
- c. Paste the password that was copied from the password page into the password field.

i It might be helpful to use a browser keychain or other password tools to save the password on your browser/device. Currently, it is not possible change your password.

6. Click “Sign In”.

Navigating MyBU Student as a Guest User

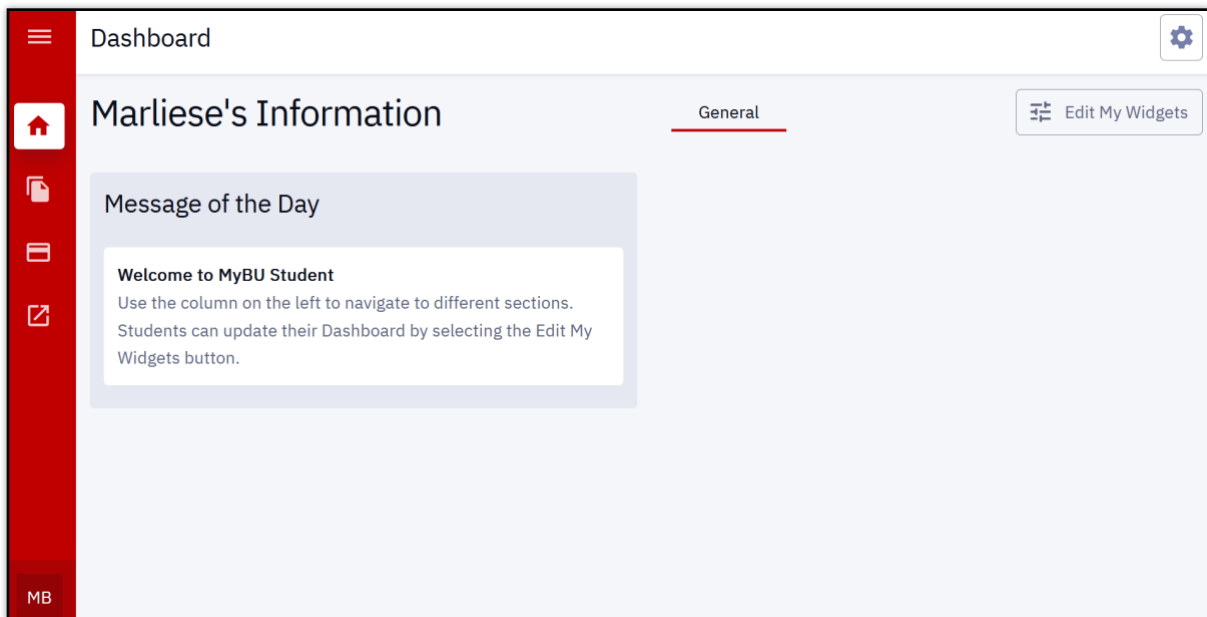
The pages available to Guest Users in MyBU Student are very similar in both information and appearance to those same pages on the student’s experience.

i Be sure to access MyBU Student using the link that was emailed to you. The URL that students and faculty/staff use does not allow guest access.

The pages available to Guest Users may vary based on student-granted permissions. Layout and information are subject to change in accordance with policy and/or system updates.

DASHBOARD

Upon login, all users will be brought to the MyBU Student **Dashboard** displaying the student's name, as in the example below:



MENU

Click the menu icon on the top-left of the Dashboard page to expand/collapse the **Menu**.

Note: Guests will only see the Academics and Financials pages they have been granted access to by the student.

The screenshot shows the MyBU Student interface with the following callouts:

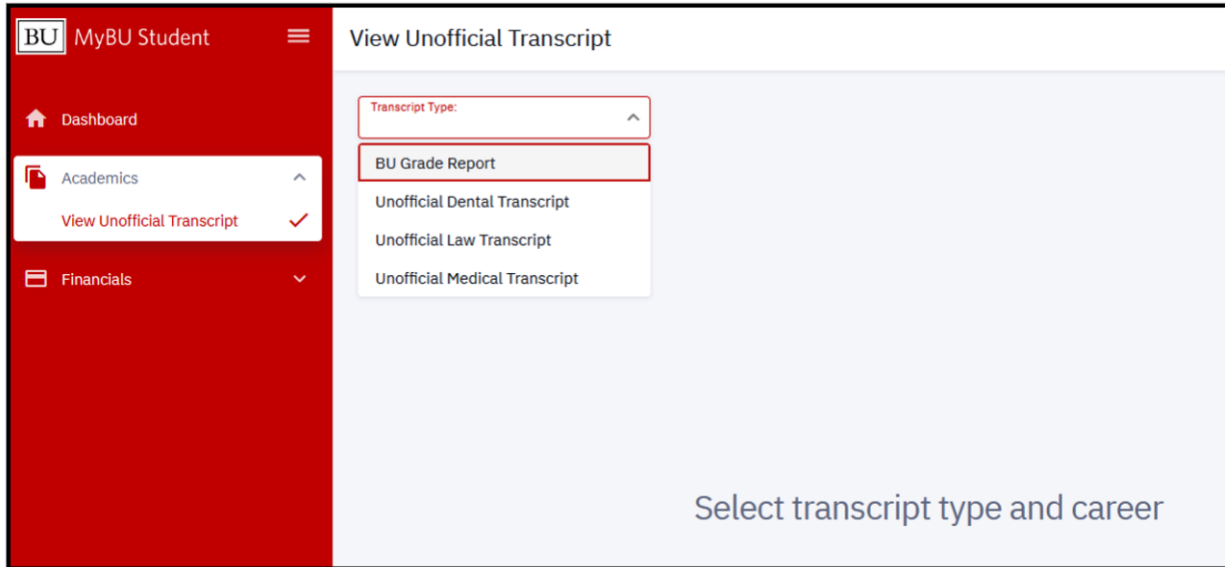
- Click to expand/collapse the Menu:** Points to the hamburger menu icon in the top right corner.
- Click to access "View Unofficial Transcript" page:** Points to the "View Unofficial Transcript" link within the expanded Academics menu.
- Click to access financials pages:** Points to the expanded Financials menu, which lists "Student Account Balance Due", "Student Account Details", and "View Financial Aid".
- Click here to log out:** Points to the user name "Guest of Marliese Ballon" at the bottom of the page.

VIEW UNOFFICIAL TRANSCRIPT

Only Guest Users who have been granted permission to View Unofficial Transcript will be able to access this page.

Note: As of July 2024, this permission may be unavailable.

1. Select transcript type:
 - **BU Grade Report** – for all undergraduate and most graduate/post-grad students
 - **Unofficial Dental Transcript** – for dental students only
 - **Unofficial Law Transcript** – for law students only
 - **Unofficial Medical Transcript** – for medical students only



2. Transcript/Grade Report sections (may vary):

a. Academic statistics

- i. Enrollment Totals – GPA and units attempted and earned from BU coursework in the applicable program
- ii. Transfer Totals – credit from coursework or tests taken externally (note that per BU policy, transfer and test credit are not calculated into GPA)
- iii. Combined Totals

b. Programs

- i. Record of Academic Program(s) (i.e., degree program), and Plan(s) (i.e., major)

c. Milestones

- i. If applicable for the given academic program, Milestones may be used to document non-course related requirements (e.g., thesis)

d. Enrollment

- i. Coursework and grades by term

e. Degrees

- i. Record of any degrees/certificates conferred

f. Transfer Credit

- i. Record of BU credit awarded for qualified classes completed successfully at non-BU institutions

g. Test Credit

- i. Record of BU credit earned by successfully meeting requirements on approved tests/exams such as Advanced Placement (AP) and International Baccalaureate (IB)

VIEW/PAY STUDENT ACCOUNT BALANCE DUE

Only Guest Users who have been granted permission to View/Pay Student Account Balance Due can access this page.

This page allows Guest Users to see the current amount owed, including a list of outstanding charges, as in the example below. It also allows Guest Users to **click through to Nelnet to make payments**, set up payment plans, and more. Nelnet access is linked directly to the MyBU Student account, so the amount due, student ID, etc. will all be auto-populated when opening Nelnet.

Example:

The screenshot shows the 'Student Account Balance Due' page. The main heading is 'Student Account Balance Due'. Below it, the amount owed is displayed as 'I Owe: \$5,271.00'. There are two tabs: 'What I Owe' (selected) and 'Invoices'. A callout points to the 'Invoices' tab with the text 'Toggle display to view Invoice format'. Below the amount, there is a dropdown menu set to 'Charges' and a button 'Email Outstanding Charges'. A callout points to the 'Email Outstanding Charges' button with the text 'Opens an email using the browser's email default, with the charges populated in the body of the email'. To the right of the dropdown is a red button 'Nelnet Payment & Payment Plans'. A callout points to this button with the text 'Opens Nelnet (in a new browser tab)'. Below the dropdown is a 'View Details' button. A callout points to this button with the text 'Click to view a breakdown of each charge by description, due date, and amount.' Below the 'View Details' button is a table of charges:

Outstanding Charges:	\$5,271.00
Pending Financial Aid:	\$0.00
Anticipated Credits:	\$0.00
Total Due:	\$5,271.00

Below the table is a callout with the text 'Can toggle to display charges by term (default) or by date'. The page also features a red sidebar with navigation icons and the initials 'MB' at the bottom.

For more information about payment options, including payment plans, visit the Student Accounting Services website: <https://www.bu.edu/studentaccountingservices/your-bill/payment-options/>

STUDENT ACCOUNT DETAILS

Only Guest Users who have been granted permission to view Student Account Details can access this page.

Unlike the Account Balance Due page, Student Account Details displays provides a list of all account activity, including all charges and payments/credits. This is a view-only page; it does

not link to Nelnet or otherwise allow Guest Users to make payments or update payment information.

Example:

The screenshot shows the 'Student Account Details' page. A red sidebar on the left contains navigation icons. At the top, there are filters for 'Term', 'Start Date', and 'End Date'. A table lists account activities with columns for Description, Activity Type, Date, Term, and Amount. Callouts highlight the filter options, download/print buttons, and a payment breakdown icon.

DESCRIPTION	ACTIVITY TYPE	DATE	TERM	AMOUNT
GRADUATE PROGRAM FEE - LA...	CHARGE	08/06/2021	Fall 2021	\$40.00
STUDENT SERVICES FEE-PartTi...	CHARGE	08/06/2021	Fall 2021	\$60.00
TECHNOLOGY FEE	CHARGE	08/06/2021	Fall 2021	\$75.00
TUITION- GRADUATE	CHARGE	08/06/2021	Fall 2021	\$4,948.00
TUITION- GRADUATE	CHARGE	08/06/2021	Fall 2021	\$4,948.00
> STUDENT SCHOLARSHIP	PAYMENT	08/23/2021	Fall 2021	-\$5,000.00
> EPAY-CREDIT CARD PAYMENT	PAYMENT	09/12/2021	Fall 2021	-\$5,071.00

VIEW FINANCIAL AID

Only Guest Users who have been granted permission to View Financial Aid can access this page.

This page allows Guest Users to view the details of the student's Financial Aid award.

Example:

View Financial Aid

Financial Aid Year: 2024-2025

Federal Aid Year 2024 - 2025

Term	Offered	Accepted	Disbursed
> Spring 2025	\$4,525.00	\$4,525.00	\$0.00
> Fall 2024	\$4,525.00	\$4,525.00	\$4,525.00
Totals	\$9,050.00	\$9,050.00	\$4,525.00

Click on a specific term to expand award details:

DESCRIPTION	TYPE	OFFERED	ACCEPTED	DISBURSED	EXPECTED DISBURSEMENT DATE
Total Need-Based Scholarship	Scholarship	\$2,775.00	\$2,775.00	\$2,775.00	08/23/2024
Total Student Loan	Loan	\$1,750.00	\$1,750.00	\$1,750.00	08/23/2024

FINANCIAL AID INFORMATION
Your financial aid award is determined from the information provided in your application. If there is no financial aid displayed your application may be in progress. Please check back.

ATTENTION
If any accept amount is zero or if the scheduled disbursement date is blank, your award will not be disbursed. Please proceed to Award Acceptance page to accept or decline these awards.

Troubleshooting & Password Help

As of July 2024, the ability for Guest Users to reset their own passwords (and to set up password recovery questions) is forthcoming. In the meanwhile, if a Guest User loses or forgets their password, the student who granted their Guest access can use the Manage Guests page in MyBU Student to initiate a password reset email to Guest User.

It is also important to remember that students can change or revoke Guest User access at any time. When changes are made to their access, Guest Users should receive an automatically generated email notification, but these emails may be directed to spam/junk folders. If a Guest User is experiencing any unexpected access issues, it's a good idea to check in with the student first.

FREQUENTLY ASKED QUESTIONS FOR GUEST USERS

- **Q: Can I change my User ID?**
 - **A:** No. Guest User IDs are auto-generated by the system and emailed to the Guest User after the students initiates access. Guest User IDs cannot be changed

by the Guest User or the student. Keep in mind that Guest User IDs are case sensitive.

- **Q: Can I change my password to something easier to remember?**
 - **A:** As of July 2024, this functionality is coming soon. In the meanwhile, it might be helpful to use your browser keychain or other password tools to save the password on your browser/device.

- **Q: I'm not seeing certain information in MyBU Student that I believe I should see. What should I do?**

- **A:** The first recommendation is to communicate with the student who granted your access to make sure you are on the same page about which permissions have been granted.

Note that as of July 2024, the ability to grant permission to view Unofficial Transcript may not be available.

If you still believe you are experiencing an error with guest access in MyBU Student, contact the BU IT Help Center at ithelp@bu.edu or 617-353-HELP (4357).

- **Q: I'm a former Sharelink user. Will I automatically receive the same access as a Guest User in MyBU Student?**
 - **A:** No. For the most part, students will need to newly establish Guest Access in MyBU Student, even if they previously granted Sharelink access.
- **Q: Can my Guest User account be used to access information for multiple students?**
 - **A:** No. A separate Guest User account must be used for each student.
- **Q: Can I submit financial aid forms such as a Parent PLUS Loan or Foreign Income Verification form in my guest account?**
 - **A:** At this time, financial aid information is view-only for Guest Users. Please contact the Financial Aid office for more information about how to submit various forms.
- **Q: How do I sign up for a payment plan?**
 - **A:** Guest Users who have been granted access to View/Pay Student Account can access Nelnet, where payment plans can be set up. For more information about payment plans, visit the Student Accounting Services website: <https://www.bu.edu/studentaccountingservices/your-bill/payment-plans/>
- **Q: Where can I view/access IRS Form 1098-T?**

- **A:** As of July 2024, this functionality is coming soon. In the meanwhile, information about 1098-T forms can be found here: <https://www.bu.edu/studentaccountingservices/resources/irs-form-1098t/>, or by contacting BU Student Accounting Services at studenta@bu.edu or 617-353-2264.