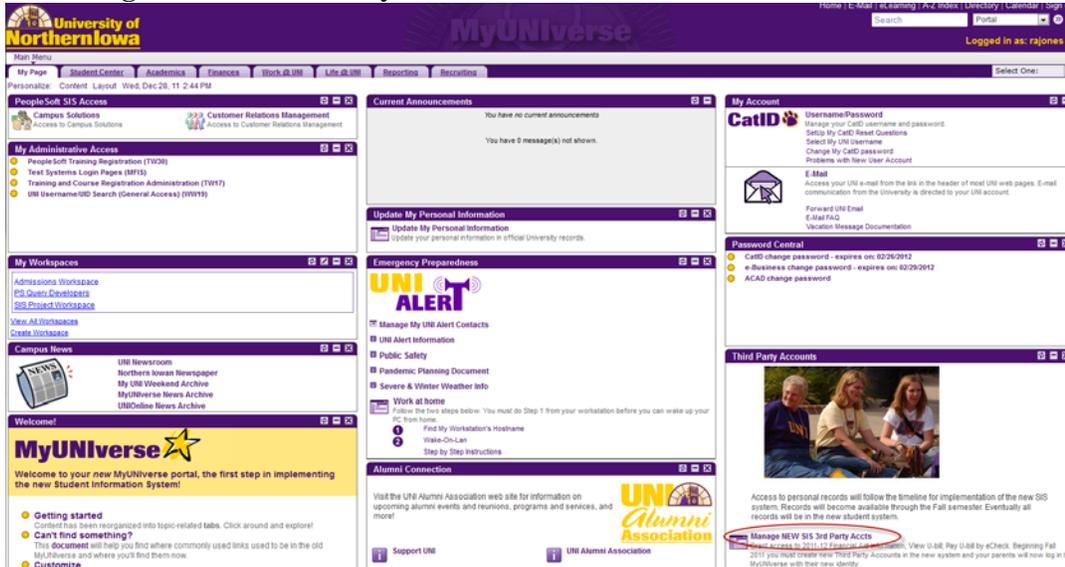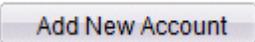# Creating a Third Party Account

Purpose: Students may create third party accounts via Student Center. The following instructions describe how to create a third party account.

Step	Action
1.	Log onto *My Universe*. On the *My Page* tab, in the **Third Party Accounts** pagelet, click the **Manage NEW SIS 3rd Party Accts** link.
2.	The **Manage NEW SIS 3rd Party Accts** page displays:

Step	Action
3.	Click the **Add New Account** button. [Add New Account]
4.	On the **Create Your Third Party Account** page, enter the following: • **Third Party Name** – Example "Dad" or third party's name • **Choose a Relationship that best describes them** – Select as appropriate • **Password** – Type a password. The **Password Complexity** link provides recommended guidelines. Click to review. • **Confirm Password** – Re-type the password. • **Authorize My Third Party Access To**… - Check each record type you wish this third party to have access to. **Create Your Third Party Account** Enter the information below on your new Third Party account you want to create. At the bottom are the areas of your records you can grant them access. Only the areas that are available to you are the ones you can select. Each one of these items can be found from your own Student Center page when you access your student system. Visit your Student Center and look at the information that is available to you and ensure this is the information you want to display to your Third Party account you are about to create. Once created, you have control to change the password, inactive the account, and change access at any time. *Third Party Name *Choose a relationship that best describes them Password Password Complexity *Confirm Password **Authorize My Third Party Access To…** **Check To Authorize** ☐ UBill - Account Activity ☐ UBill - Account Summary ☐ UBill - Charges Due / View Bill ☐ UBill - Make a Payment ☐ UBill - Payment History ☐ UBill - Sign Up for a Payment Plan ☐ View Full Class Schedule & Grades ☐ View Full Class Schedule Only ☐ To Do List [Save Third Party Account] [Cancel and Return To Homepage]
5.	Click the **Save Third Party Account** button at the bottom of the page. *Result:* A confirmation page displays with the username and access granted. A email is also sent to the student with this information. For security reasons, the password is not included. The student should give the password to the third party.

Third Party Account Password Reset and Maintenance

Important! All password resets and maintenance for access to the student's records must be completed by the student. Log onto *My Universe,* On the *My Page* tab, in the **Third Party Accounts** pagelet, click the **Manage NEW SIS 3rd Party Accts** link. Click the account name to update the password or edit the access. Click the **Save Third Party Account** button when complete.

Rachel Jones
Your Third Party Account(s)

Important Note: Spring 2011 begins the transition to the new Student Information System. Access to personal records will follow the timeline for implementation of the new system. The only personal records now available for Third Party access relate to the 2011-12 Financial Aid Year. Eventually all records will be in the new student system.

To create or maintain Third Party accounts to records in the **old** system, go back to **My Page** and select **Third Party Accounts/Manage OLD 3rd Party Accts.**

Would you like to share some of your personal records with someone else? Start here to create/maintain your Third Party Accounts for the **new Student Information System**. You have complete control over who has access to your personal records and which personal records you want them to see.

Creating a Third Party Account allows you to release selected confidential information about yourself. This confidential information is protected by both federal and Iowa law and cannot be disclosed to third parties without your authorization. Keep in mind that you should be very careful to give access to only those people you can trust and make sure they know the importance of protecting your information. You may create an unlimited number of Third Party Accounts.

As the account owner, you are the first point of contact for each Third Party account you create. If they have any questions, they should talk to you first.

You may want to review the UNI Parent Portal Help for more information.

My Third Party Account(s)

Below are the current account(s) you have authorized. Click on the User Name to edit the account, or click the Add New Account button to create a new account for your third party to access your information.

[Add New Account]

Third Party Login ID	Name
rajones-tp-0276	Dad