**SIS Invited Viewer Registration (Invited Viewer Perspective)**

1) Below is a screenshot of the email the invited viewer will receive once a student has granted them invited viewer access. Please note that the student will need to provide the invited viewer with the invite key as the invite key is not automatically issued to them. The guide for students granting access can be found here: [http://sites.tufts.edu/sisproject/files/2015/03/Student_Portal_Invited Viewer_Access.pdf](http://sites.tufts.edu/sisproject/files/2015/03/Student_Portal_Invited Viewer_Access.pdf).

Dear Shauna

Celia has invited you view their Tufts University personal data. Access to this data will be delivered to you via the Tufts University Student Information System, SIS.

Before you begin the account creation process, Celia needs to give you your INVITE KEY. If you have not yet received this key, you must request this of the student.

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

Once you have created your account, please bookmark go.tufts.edu/sis as this is the login page to SIS.

Users new to the Tufts community will use their email address as their username. If your email address changes, please contact the student so that he/she can send you a new INVITE KEY.

SIS contains secure student data. Access is controlled by the student. Questions or concerns regarding the data made available to you should be directed to the student. Under the strict guidelines of FERPA, staff at Tufts University cannot grant you access.

We hope you find this resource useful.

Sincerely,

Tufts University

2) The invited viewer should be directed to click the “Registration” link in the email above which will bring them to this page:

Please note that the link will not work correctly on any mobile devices such as iPhones or iPads/tablets. The invited viewer will need to input the invite key and click “next” to proceed.
3) The invited viewer will be brought to the screen below to set a password. Please note that their username is the email address they are registered under.

4) Once the invited viewer has set a valid password, they should click “next” and the message box pictured below should appear:

They will also receive the following email to confirm their registration:

Dear Shauna

You have successfully completed your registration as an Invited Viewer. To access the student’s information, please log in at go.tufts.edusis.

Users new to the Tufts community will use their email address and password used during the registration process. If your email address changes, please contact the student as he/she will need to revoke your access. Send you a new INVITE KEY to the new email address.

Access to protected student data is granted and managed by the student. FERPA guidelines prohibit Tufts University from granting anyone access to secure student data. Any questions you have regarding access to the student’s data must be directed to the student.

Sincerely,
Tufts University
Resetting Invited Viewer Passwords

1) The invited viewer should click “Can’t log in?” on the SIS Log In page as pictured below:

![Log In Screen](image)

2) The invited viewer will then be brought to the following screen and should be directed to use the instructions under the heading “Guests.”

![Can't Log In Screen](image)
3) Using the link found under the “Guests” heading, the invited viewer will be brought to a new screen in which they will input the email address they are registered under.

4) Once their email is located in the system, they will receive the following message:

5) Below is a snapshot of the email they should receive providing them with a link to reset their password. Please note that the link is only valid for 10 minutes.

Dear Shauna

You have requested a password reset. Please click on https://sis.ui.tufts.edu/psp/pared/EMPLOYEE/EMPL_A?tab=TFF_AP_PASSWORD_RESET&tokom=41c2ab419cedae930e603110e2ee00e09c2af42cf7d82974e98e6b5a0ea5f184, and follow instructions.

This link is only valid for 10 minutes.

Thank you,
Tufts University
6) The link will then bring them to this page:

Once the invited view has successfully reset their password, a brief confirmation will flash across the top of the screen before redirecting them back to the SIS log in page. This will indicate that their password has been successfully reset.