

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.

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:

Welcome to the SIS Account Creation.
There are three simple steps to create your account.

Please enter your INVITE KEY. If you have not yet received or have forgotten your invite key, please contact the student who invited you.

Step 1 of 3

Reset Next

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.

Welcome to the SIS Account Creation.
There are three simple steps to create your account.

Please confirm your information

Name **Shauna Jumbo**
Email Address **shauna@gmail**

Please provide a password

Password
Confirm Password

Valid passwords must be:

- 8 characters in length
- Contain at least one uppercase character
- Contain at least one number
- Contain one special character
- NOTE: "&" and "Space" are not allowed

Step 3 of 3

Reset Next

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

Congratulations!

You have successfully created your SIS account.

Upon closing this window, you will be directed to the SIS login page. Please bookmark <http://go.tufts.edu/sis> as this is where you will log into SIS.

People new to the Tufts community will use their **email address** as their user id and the password just supplied.

Questions regarding your access must be directed to the student who registered you. FERPA guidelines prohibit Tufts University staff from granting anyone access to secure student data.

Email Address **shauna.bailey@tufts.ec**

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.edu/sis.

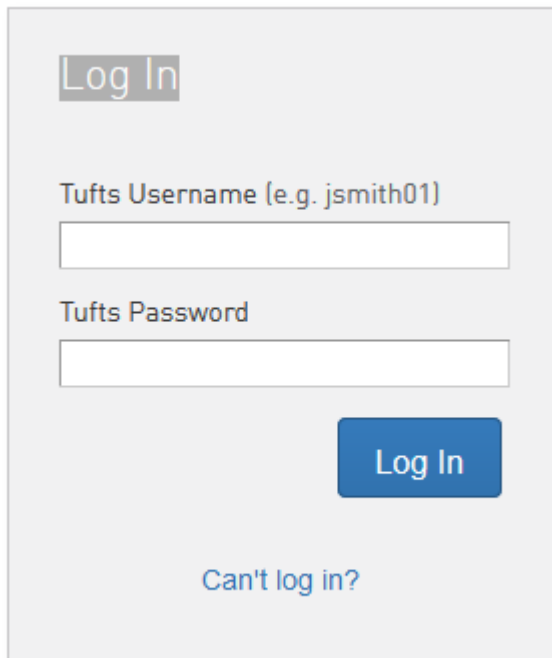
Users new to the Tufts community will use their email address and password used during the registration process. If your email address changes, please contact the student as he/she will need to revoke your access send you a new INVITE KEY to the new email address.

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

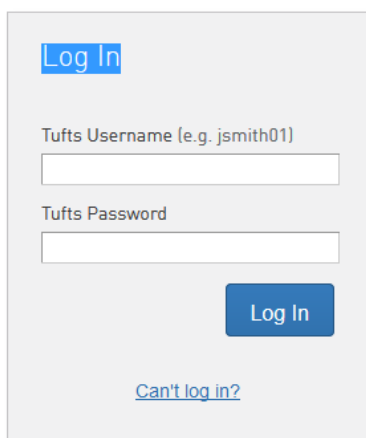
- 1) The invited viewer should click “Can’t log in?” on the SIS Log In page as pictured below:



The screenshot shows a login form with the following elements:

- A "Log In" link at the top left.
- A label "Tufts Username (e.g. jsmith01)" above a text input field.
- A label "Tufts Password" above a text input field.
- A blue "Log In" button.
- A blue link "Can't log in?" at the bottom.

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



The screenshot shows the same login form as above, but with the "Can't log in?" link highlighted in blue.

Can't Log in?

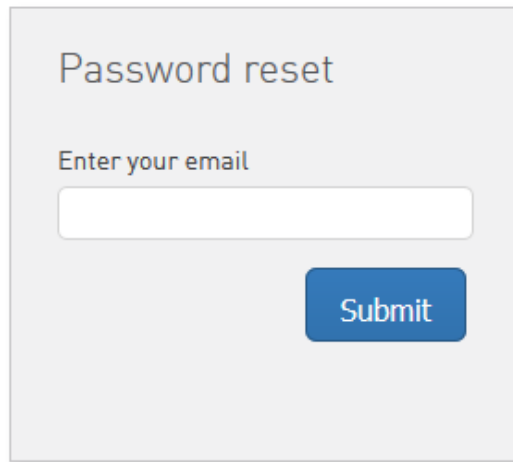
Tufts University Faculty, Staff, Students and Affiliates

Members of the Tufts community with a Tufts username (UTLN) and password can reset their password using the [Tufts Tools website](#).

Guests

Invited viewers of Tufts students must use their registered Email Address and Password to log into the Portal. If you have forgotten your password, you can reset your password [here](#). If you need to change your username and associated email address, have your student revoke your address and invite you a second time with the new email address.

- 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.



Password reset

Enter your email

Submit

To reset your password, please enter your email associated with your Affiliate Access Account and click submit. You will be notified for your next step.

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



Thank you for your inquiry. Instruction to reset your password have been sent to shauna.bailey@tufts.edu..



- 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.

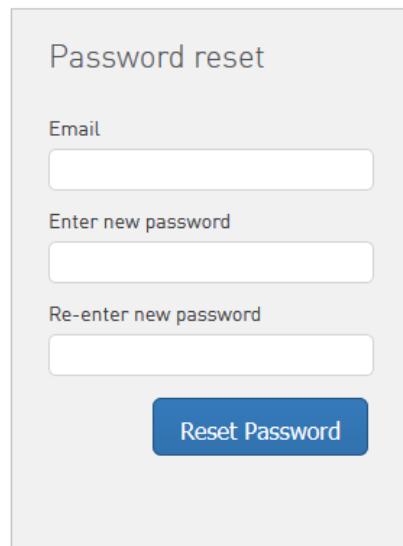
Dear Shauna

You have requested a password reset. Please click on https://sis.uit.tufts.edu/psp/paprd/EMPLOYEE/EMPL/h?tab=TFP_AP_PASSWORD_RESET&token=41c2ab419cdae930e6623110e2ec00e09c2af42cf8d82974e98ebc5a0ea5f18d, 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:



The image shows a 'Password reset' form with a light gray background. At the top, the title 'Password reset' is displayed. Below the title are three input fields: 'Email', 'Enter new password', and 'Re-enter new password'. Each field is a simple white rectangle with a thin gray border. At the bottom of the form is a blue button with the text 'Reset Password' in white.

Valid passwords must be:

8 characters in length

Contain at least one uppercase character

Contain at least one number

Contain one special character

NOTE: "&" and "Space" are not allowed

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.