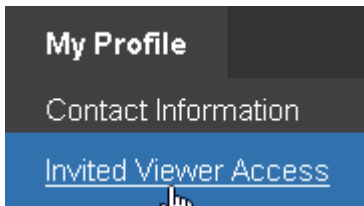



Invited Viewer Portal Access - Student

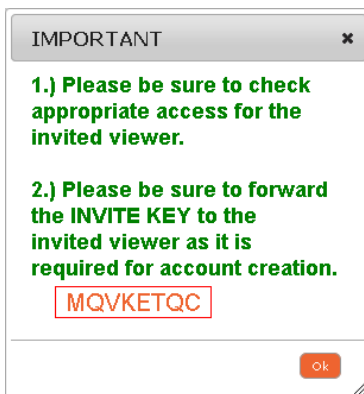
Students can grant Invited Viewer (parents, spouse, etc.) access to their SIS secure personal information. Students have complete control of which information they choose to reveal, and can revoke access at any time. Invited Viewer access is view-only except for the Medical Insurance Waiver on the BILLS & BALANCES tab.

To grant access:

1. Log in to SIS: go.tufts.edu/sis
2. Click **My Profile > Invited Viewer Access**. The Invited Viewer Access page displays.



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.

About Me	Grades	Financial Aid	Bills And Balances	Student Schedule	Enrollment Verification	Unofficial Transcript	Insurance Waiver	Action/Status
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

The information made available will be the same information you see on your SIS 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](#)

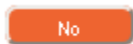
The invited viewer must have enabled pop-ups in their web browser.

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

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 SIS access (most Tufts alumni, faculty, and staff already have one):

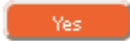
4. Click **No**. Confirmation and Password information display.



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 SIS account” message displays.
9. Close the message window. They will be directed to the SIS homepage.
10. Log in with their User ID (use your email address) and password.
11. Have them bookmark <http://go.tufts.edu/sis> as this is where they will regularly log in to SIS.

If they have an existing login (e.g., previously registered by another student, and most Tufts alumni, faculty, and staff already have one):

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



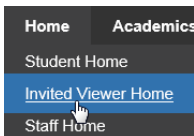
- Fill in their Username and Password fields (their existing login credentials).
- Click **Next**. The confirmation page displays.
- Check and confirm the Name and Email Address information. They may edit their Name.
- Click **Next**. The “You have successfully created your SIS account” message displays.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

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

- Log in to SIS: go.tufts.edu/sis
- Click the student. The student information displays.

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

- Log in to SIS: go.tufts.edu/sis
- Click the Home menu choice and select **Invited Viewer Home**.



- Click the student. The student information displays.

(From within SIS, Invited Viewers may also access the Tufts eBill website where they can manage the student’s account activity: use the BILLS & BALANCES tab > [e-Bill for Invited Affiliates](#) link.)

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).

- Log in to SIS: go.tufts.edu/sis
- Select **My Profile > Invited Viewer Access**. The Invited Viewer Access page displays.
 - Either check or uncheck checkboxes. The edits are saved.

or



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

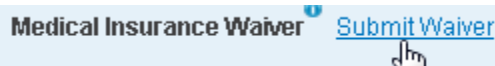


Waiving the Tufts sponsored health insurance

Massachusetts State Law requires that students have health insurance coverage. The Tufts sponsored health insurance, Harvard Pilgrim-United Health Care Student Resources (HP-UHCSR), is waiveable under specific Commonwealth of Massachusetts regulations. If you are covered under a comprehensive plan, then you may be entitled to waive the university health insurance plan. If you are waiving HP-UHCSR health insurance, a new waiver needs to be completed at the start of each academic year. For more specific questions regarding waiving or enrolling in HP-UHCSR health insurance, please contact the Student Advisory and Health Administration Office (SAHA) at (617) 636-2700.

Steps for the invited viewer (or student) to waive the Tufts medical insurance:

1. Make sure that your insurance plan information (e.g. policy number, insurer address) is available.
2. Log into SIS.
3. On the BILLS & BALANCES tab, click the **Submit Waiver** link.



4. Thoroughly review the conditions on the Alternate Coverage page and select the Yes or No options as appropriate.

 A screenshot of a web form titled 'Insurance Waiver'. The section is labeled '1. Alternate Coverage'. It contains a table with two columns: 'Yes' and 'No', each with a radio button. Below the columns are several statements for which the user must select 'Yes' or 'No'. At the bottom right of the form, there is a green 'NEXT' button.

Yes	No	Statement
<input type="radio"/>	<input type="radio"/>	I am covered by my insurance Policy and will maintain coverage for the Fall 2014-2015 Academic year.
<input type="radio"/>	<input type="radio"/>	I have compared my current policy to the policy offered by the University Student health Plan and it is comparable to the policy offered.
<input type="radio"/>	<input type="radio"/>	I acknowledge that my current policy provides reasonably comprehensive coverage of health services, including primary care, emergency services, surgical services, hospitalization benefits, ambulatory patient services, and mental health services, and that these services are reasonably accessible to me in the area where I am attending school.
<input type="radio"/>	<input type="radio"/>	I acknowledge that my current policy provides coverage for lab work, diagnostic imaging, physical therapy, chiropractic care, and prescription coverage in the area where I attend school.
<input type="radio"/>	<input type="radio"/>	I acknowledge that my plan covers maternity, newborn care, and pediatric services within the local Boston area.
<input type="radio"/>	<input type="radio"/>	I acknowledge that my plan must not impose an annual or lifetime limit on the dollar amount of required essential health benefits for any covered individual.
<input type="radio"/>	<input type="radio"/>	I acknowledge my plan does not limit coverage for a preexisting condition.
<input type="radio"/>	<input type="radio"/>	I acknowledge my plan provides unlimited coverage for prescriptions for the 2014-2015 Academic year.
<input type="radio"/>	<input type="radio"/>	I understand that a health insurance plan that provides coverage through a closed network of providers, not reasonably accessible to me in the area where I attend school for all but emergency services, does not qualify for a waiver. If my plan coverage is through a closed network which is not acceptable, I must answer NO to this question. Examples of closed networks include students enrolled in Massachusetts Limited or the Oldbar's Medical Security Program or the Health Safety Net, Kaiser Permanente Insurance and out-of-state Medicaid programs.
<input type="radio"/>	<input type="radio"/>	I understand that all waivers are subject to an internal audit.

5. Click **NEXT**. Based on your responses (any No answers will render you ineligible), the system will determine whether you are eligible to waive your insurance at this time.
6. If you are eligible to waive your insurance, the Alternate Coverage Information page will appear. Enter your insurance plan information. Read the statement below and, if you agree, select the checkbox and click **SUBMIT**. A confirmation screen will appear. Review for any notes.