

## Invited Viewer SIS Portal Access

Tufts “Invited Viewers” such as parents and spouses can be granted view-only access to a student’s SIS secure personal information. Students determine which pieces of personal data, such as financial aid information, invitees may view. 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.

To view student information:

1. A student must invite you.
2. The student needs to give you your INVITE KEY. If you have not yet received this key, you must request this of the student.
3. Open the invitation email and click the **Registration** link.

Once you receive the key, click the following link to complete the account creation process: [Registration](#)

You must have enabled pop-ups in your web browser.

4. Enter your key into the first INVITE KEY field.



Welcome to the ISIS 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 registered you.

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Step 1 of 3

Reset Next

5. Click **Next**. The “Do you have an existing login?” screen displays.

If you **have not been** previously registered by another student or you do not have a Tufts Username and active SIS access (most Tufts alumni, faculty, and staff already have):

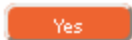
6. Click **No**. Confirmation and Password information displays.



7. Check and confirm your Name and Email Address information. You may edit your Name (this is the only time that you may change your registration information).
8. Enter a password.
9. Confirm the password.
10. Click **Next**. The “You have successfully created your SIS account” message displays.
11. Close the message window. You will be redirected to the SIS homepage.
12. Log in with your User ID (use your email address) and password. If your email addresses changes, please contact the student so that he/she can send you a new INVITE KEY.
13. Please bookmark <http://go.tufts.edu/sis> as this is where you will regularly log in to SIS.

If you **have been** previously registered by another student or have an existing Tufts Username (UTLN) and active SIS access (most Tufts alumni, faculty, and staff already have):

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



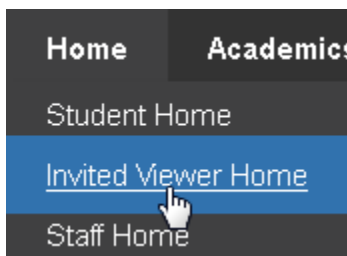
7. Fill in your Username and Password fields (your existing login credentials).
8. Click **Next**. The confirmation page displays.
9. Check and confirm your Name and Email Address information. You may edit your Name (this is the only time that you may change your registration information).
10. Click **Next**. The “You have successfully created your SIS account” message displays.
11. Close the message window. You will be directed to the SIS homepage.
12. Please bookmark <http://go.tufts.edu/sis> as this is where you will regularly log in to SIS.

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

1. Log in to SIS: [go.tufts.edu/sis](http://go.tufts.edu/sis)
2. Click the student. The student information displays.

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

1. Log in to SIS: [go.tufts.edu/sis](http://go.tufts.edu/sis)
2. Select **Home > Invited Viewer Home**.



3. Click the student name link. The student information displays.

