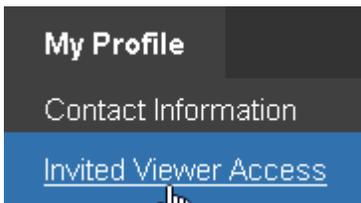


### Invited Viewer Portal Access - Student

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 and Make a Payment which brings them into Cashnet. Currently access does not expire.

To grant access:

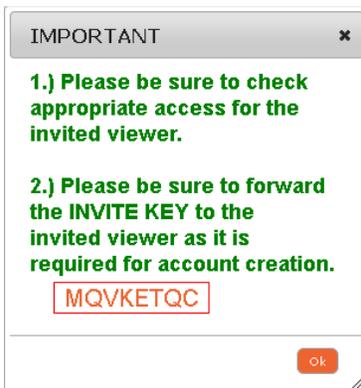
1. Log in to SIS: [go.tufts.edu/sis](http://go.tufts.edu/sis)
2. Click **My Profile > Invited Viewer Access**. The Invited Viewer Access page displays.



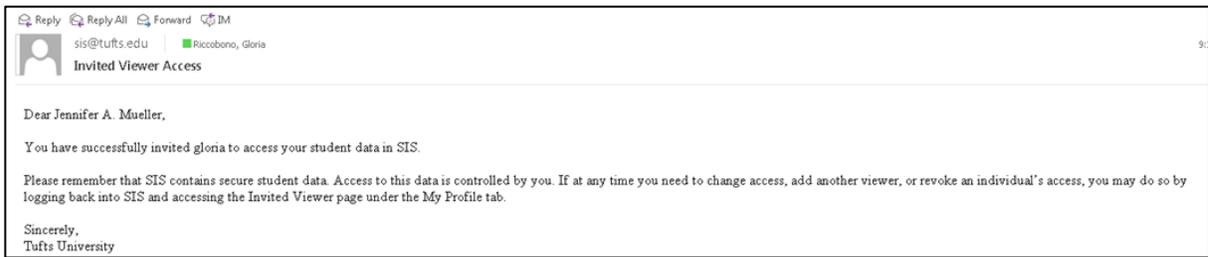
3. Fill out the three My Invited Viewers fields.

A screenshot of a form with three input fields. The first field is labeled 'Name:' and is empty. The second field is labeled 'E-Mail:' and is empty. The third field is labeled 'Relationship to Student:' and has a dropdown arrow. To the right of the third field is a green plus icon in a circle.

- a. **Name**
  - b. **E-Mail**
  - c. **Relationship to Student**
4. Click the **plus icon to the right** . 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.



This is a sample of an email the student receives when they have granted access.

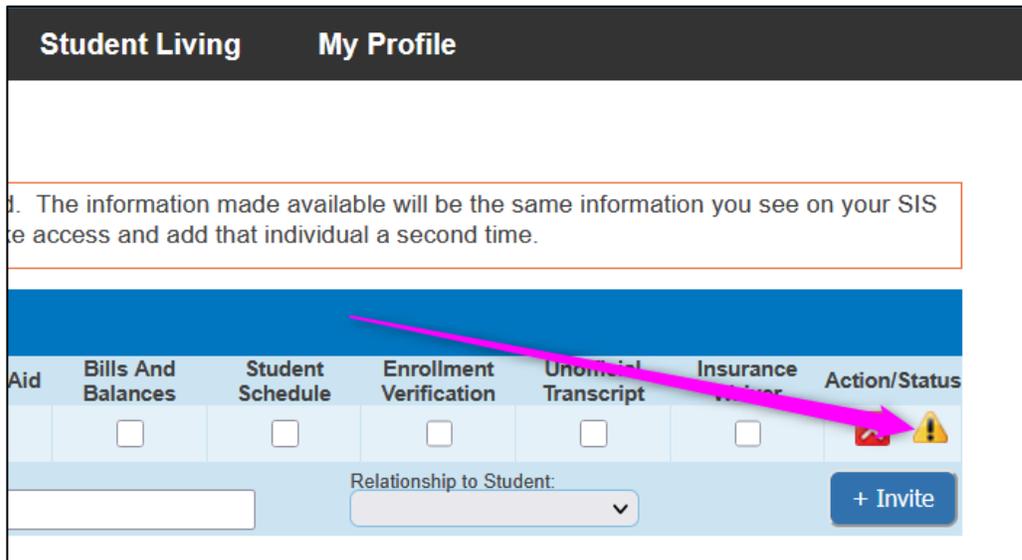
- Finally, check the appropriate checkboxes to grant access. Once checked, the access is granted.



The information made available will be the same information you see on your SIS Homepage.

**To Resend an Invite key**

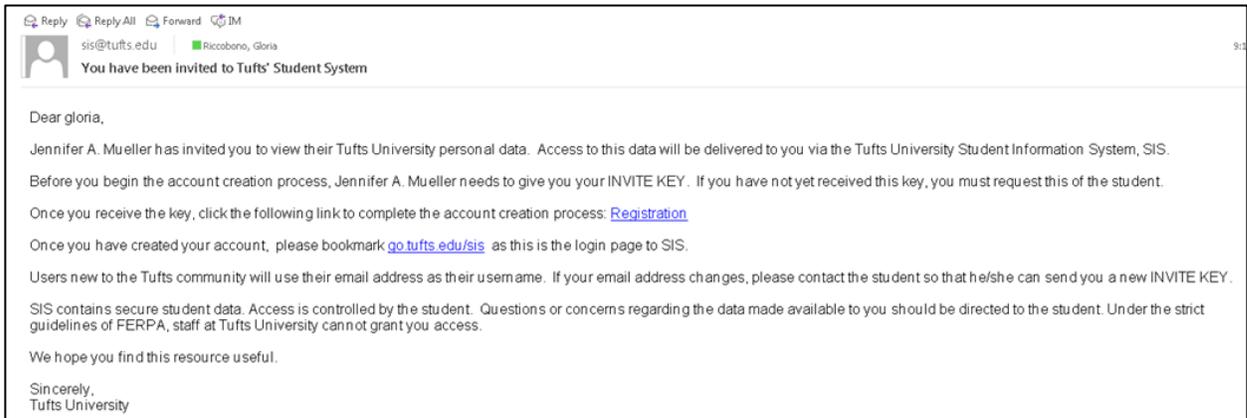
If the invited individual loses their key only *before* they have created an account, click the **view invite key** icon to re-access the key, copy it and resend it to the Invited Viewer.



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. A sample email shown below.



- a. The invited viewer must click on the Registration link in the email sent by the student.
- b. 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.

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.

(?)

Step 1 of 3

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

Please confirm your information

Name

Email Address

Please provide a password

Password

Confirm Password

Valid passwords must be:

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

Step 2 of 2

3. Check and confirm the Name and Email Address information. You may edit your Name.
4. Enter a password.
5. Confirm the password.
6. Click **Next**. The “You have successfully created your SIS account” message displays.

### **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 userid and the password just supplied.

Some functionality, including Bill Payment, may take up to 24 hours for security credentialing to complete.

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.

7. Close the message window. They will be directed to the SIS homepage.
8. Log in with their User ID (which is their email address) and password.
9. Have them bookmark [go.tufts.edu/sis](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:**

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. Click the Home menu choice and select **Invited Viewer Home**.



3. 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).

1. Log in to SIS: [go.tufts.edu/sis](http://go.tufts.edu/sis)

2. Select **My Profile > Invited Viewer Access**. The Invited Viewer Access page displays.
  - a. Either check or uncheck checkboxes. The edits are saved.

or

- b. 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.

**Insurance Waiver**

**1. Alternate Coverage**

Yes	No	Question
<input type="radio"/>	<input type="radio"/>	I am covered by my insurance Policy and will maintain coverage for the full 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 full work, diagnostic services, 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 pre-existing 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 accessible, I must answer NO to this question. Examples of closed networks include students enrolled in Massachusetts Limited or the Children'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.

**NEXT**

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.