



Shared Access

Introduction

Shared Access, also known as Collaborative Access, allows users to grant other users permissions to certain aspects of their account, such as the Student Onboarding Checklist (SOC). Each collaborator that is granted Shared Access can view each of these resources in View-Only mode. This allows collaborators, such as parents, the ability to view their child's Student Onboarding Checklist without needing to log into their child's account.

NOTE: A collaborator does not need to already have a Liberty Network Account themselves in order to use this feature, as they will be prompted to create a new Guest Account if they do not already have a pre-existing account.

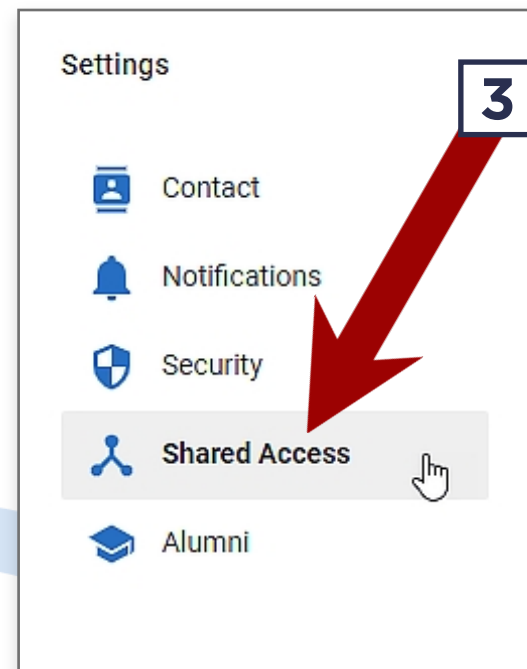
Setting Up Shared Access

In order to setup Shared Access, the user wishing to share their student information must designate specific accounts using the following steps:

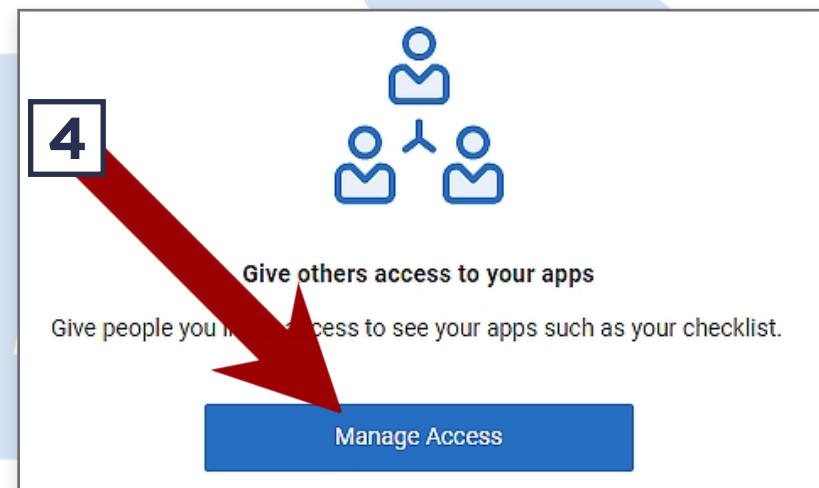
1. Log in to your Liberty Network Account at mylu.liberty.edu. This will redirect you to your myLU account.
2. At the top of your myLU page, click on your Profile picture to access your profile.



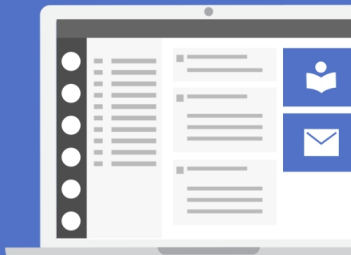
- Under the "Settings" section, select "Shared Access."



- Under Shared Access, click "Manage Access". A new dialog will appear.



- Enter all the required information regarding the collaborator, including your eSignature for the FERPA consent form and which apps you want collaborators to be able to view, then click "Share Apps".



6. Review the information one more time, then click **"Yes, I'm Sure"** if everything is correct. An email will be sent to the collaborator with further instructions regarding how to complete the process.

Shared Access

Are you sure you want to share your apps with the following person?

This person will be able to view and edit any app you give them access to.

Sparky Eagle

sparkyeagle@liberty.edu

Other Relative

Student Checklist

Go Back

Yes, I'm Sure

The collaborators status will be shown on the Shared Access screen.

Shared Access

Who has Access

Sparky Eagle

OTHER RELATIVE

Student Checklist ⓘ

Edit

Signed on 1-16-2021

Remove Access



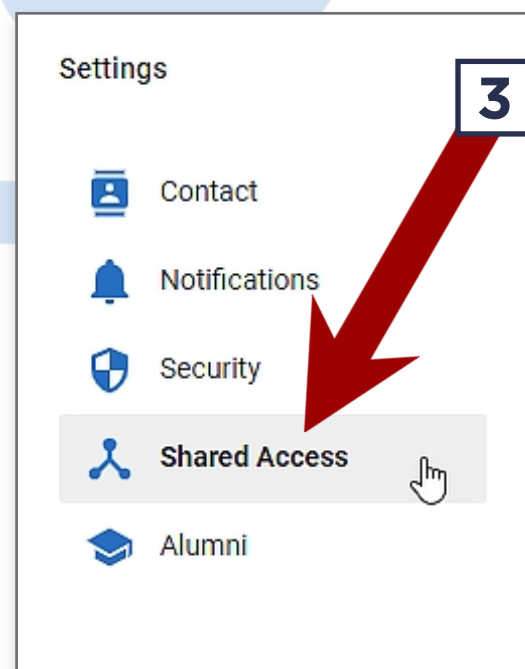
Accessing a Shared Access Account

In order to accept and view a users Shared Access request, the collaborator will need to either log in with their Liberty account or a guest account. If they do not already have a guest account, they will be prompted to create one.

Once created or logged in, the collaborator will need to confirm their Shared Access.

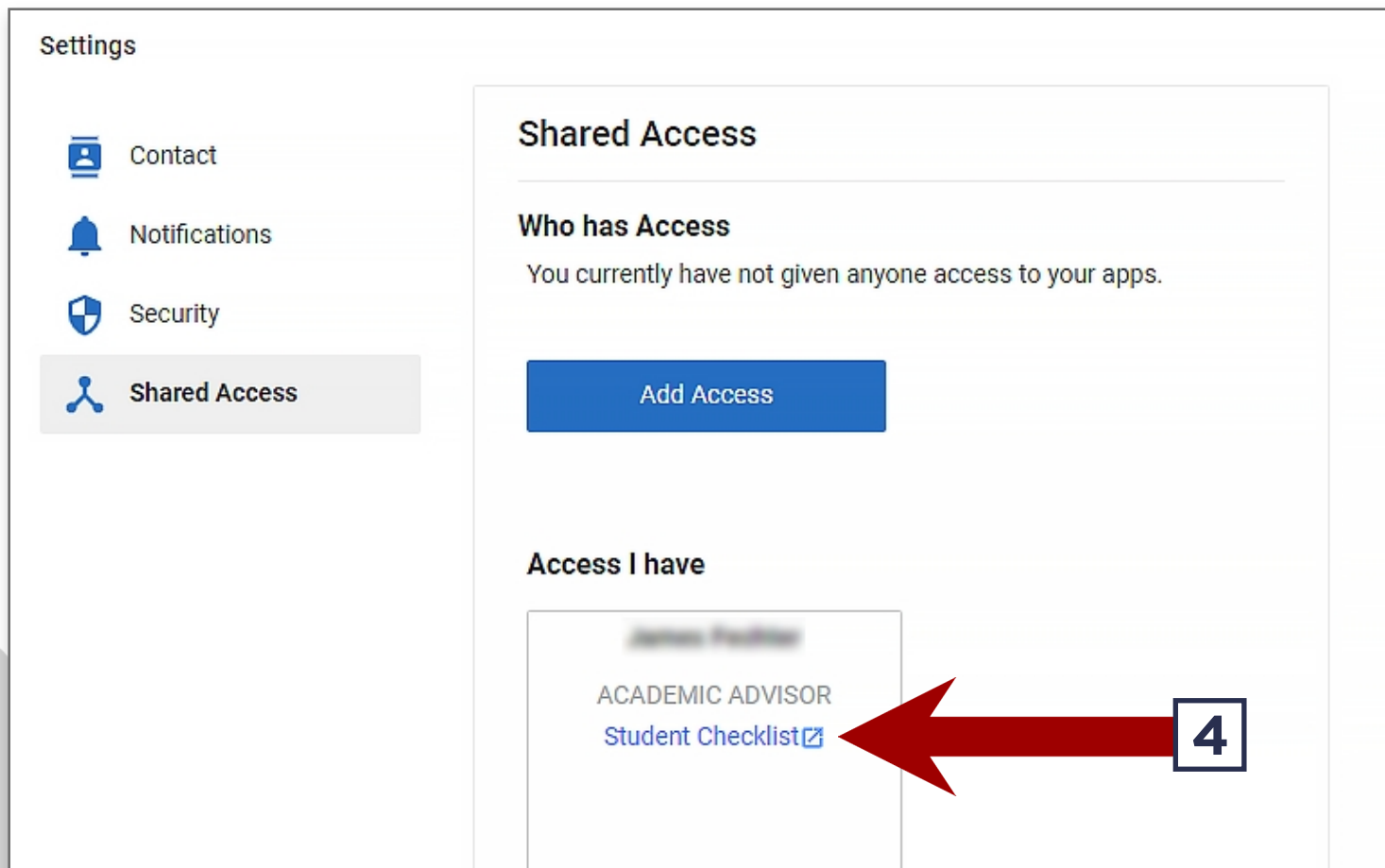
To access the different resources such as the Student Online Checklist that have been shared:

1. Log into your Liberty Network or Guest Account at mylu.liberty.edu, which will redirect you to your myLU account.
2. At the top of your myLU page, click on your **Profile picture**.
3. Under the "**Settings**" section, select "**Shared Access**."





- Under the "**Access I have**" section you will see all the accounts and resources that you have been approved to access. If needed, click "**Accept**" to confirm any pending collaborative access requests.



Once accepted, all collaborative resources can be accessed by clicking on their respective links.



Accessing the Student Online Checklist as a Collaborator

To access the Shared Access version of the Student Checklist, the collaborator can find the Student Checklist link under their “**Access I have**” tab in their myLU profile. By selecting the Student Checklist link, the collaborator will be directed to their student’s Checklist.

After clicking on the “**Access I have**” link in myLU, collaborators will land in this view which gives them access to view their student’s checklist.

You are viewing Joe's Checklist.
Change

Student Checklist

Choose among the following

TO DO
UPCOMING
COMPLETED

Master Promissory Note (MPN)

Complete the step "Federal Student Loan Application" first

College for a Weekend

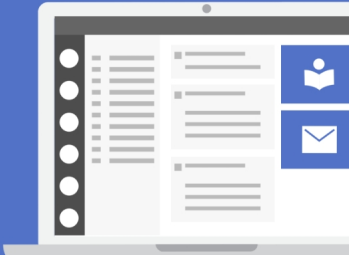
1 Month Left

Complete by Aug 30, 2019

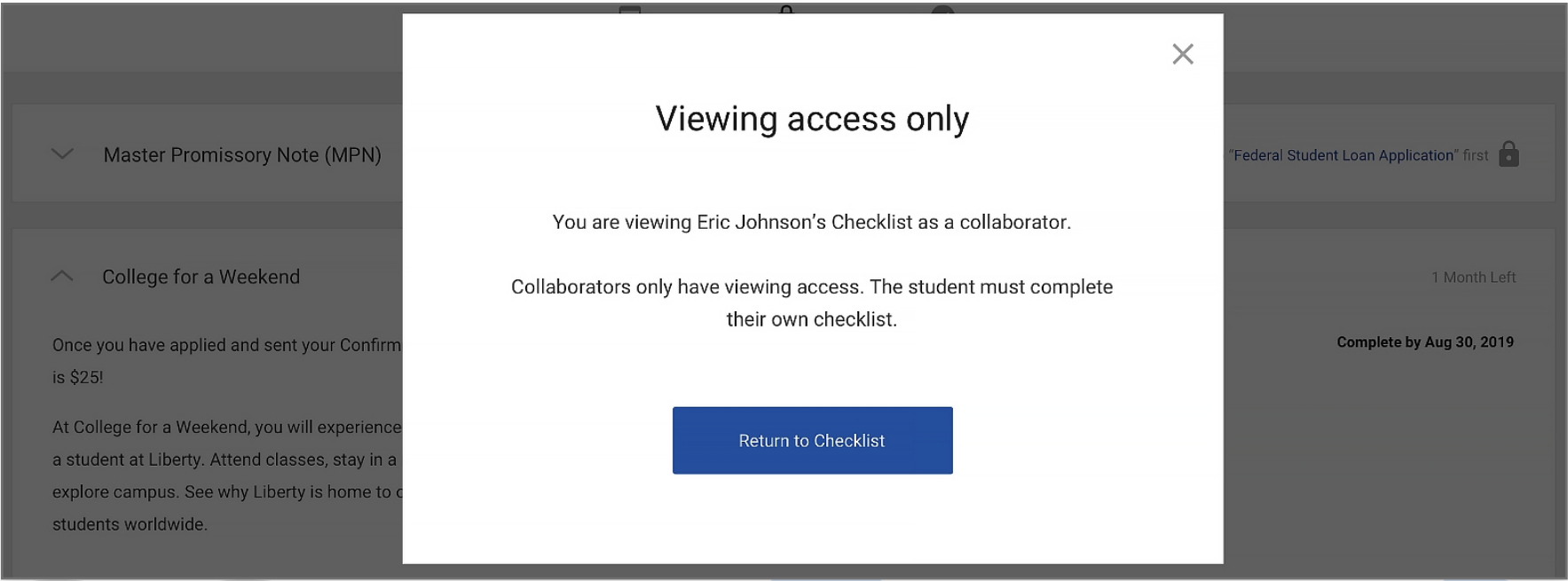
Once you have applied and sent your Confirmation Deposit, CFAW is \$25!

At College for a Weekend, you will experience what it is like to be a student at Liberty. Attend classes, stay in a residence hall, and

Register for College for a Weekend



Collaborators should be aware that Shared Access is a view-only feature and collaborators cannot take action on behalf of their student within the Student Checklist.



By selecting “Change” in the header, collaborators can view which students’ checklist they have access to and switch to any available students.

