



## 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.

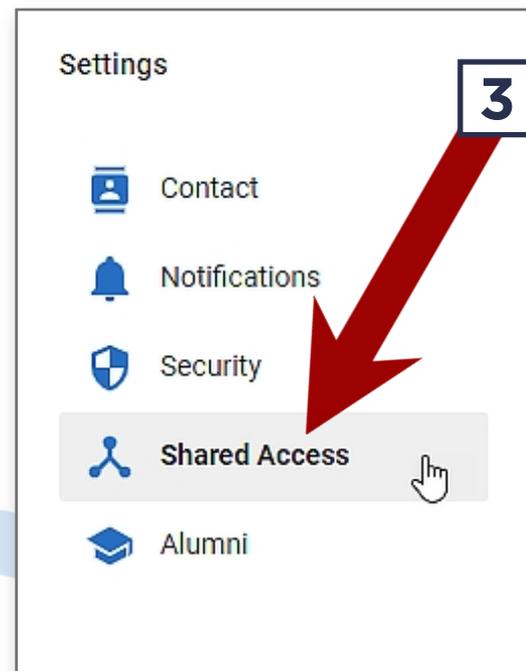
### Setting Up Shared Access

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

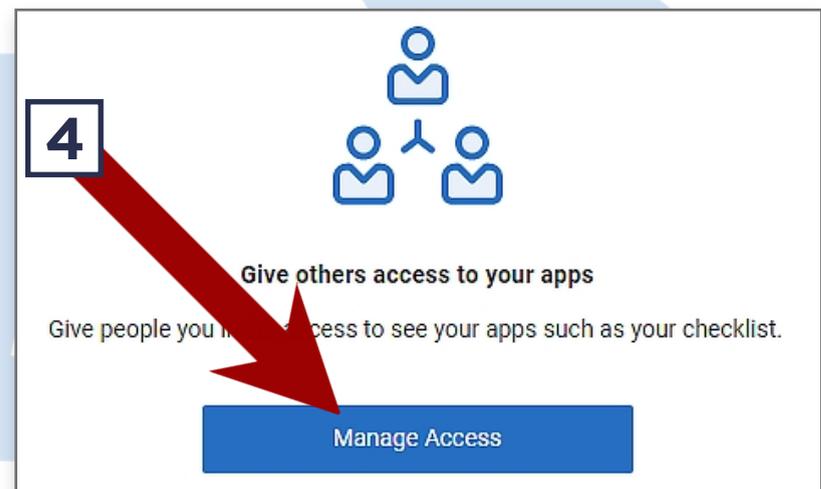
1. Log in to your Liberty Network Account at [mylu.liberty.edu](https://mylu.liberty.edu). This will redirect you to your myLU account.
2. At the top of your myLU page, click on your Profile picture to access your profile.



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



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



5. 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".

eSignature \*

First Name \* Last Name \*

Email \*

Relationship \*

Select all apps you'd like to share access to: \*

Student Checklist

Cancel 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

6

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

myLJ



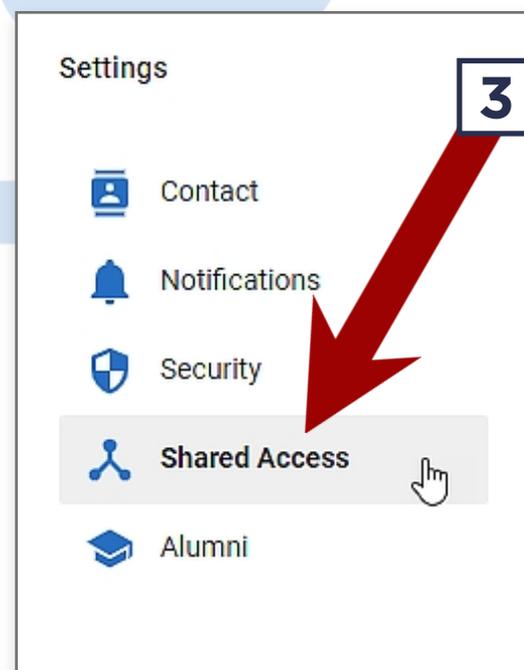
## Accessing a Shared Access Account

In order to accept and view a user's 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.

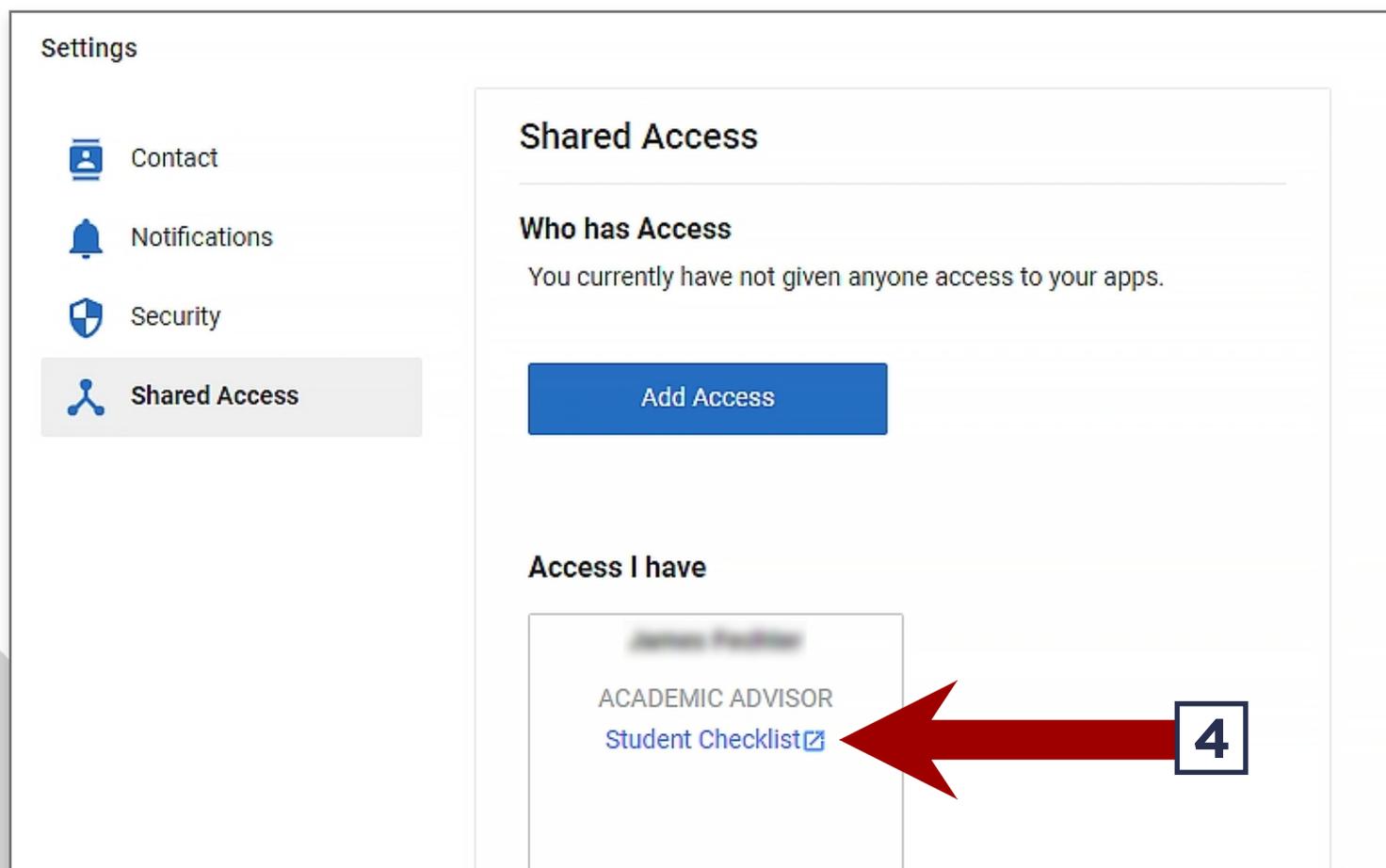
To access the different resources such as the Student Online Checklist that have been shared:

1. Log into your Liberty Network or Guest Account at [mylu.liberty.edu](https://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**."





4. 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

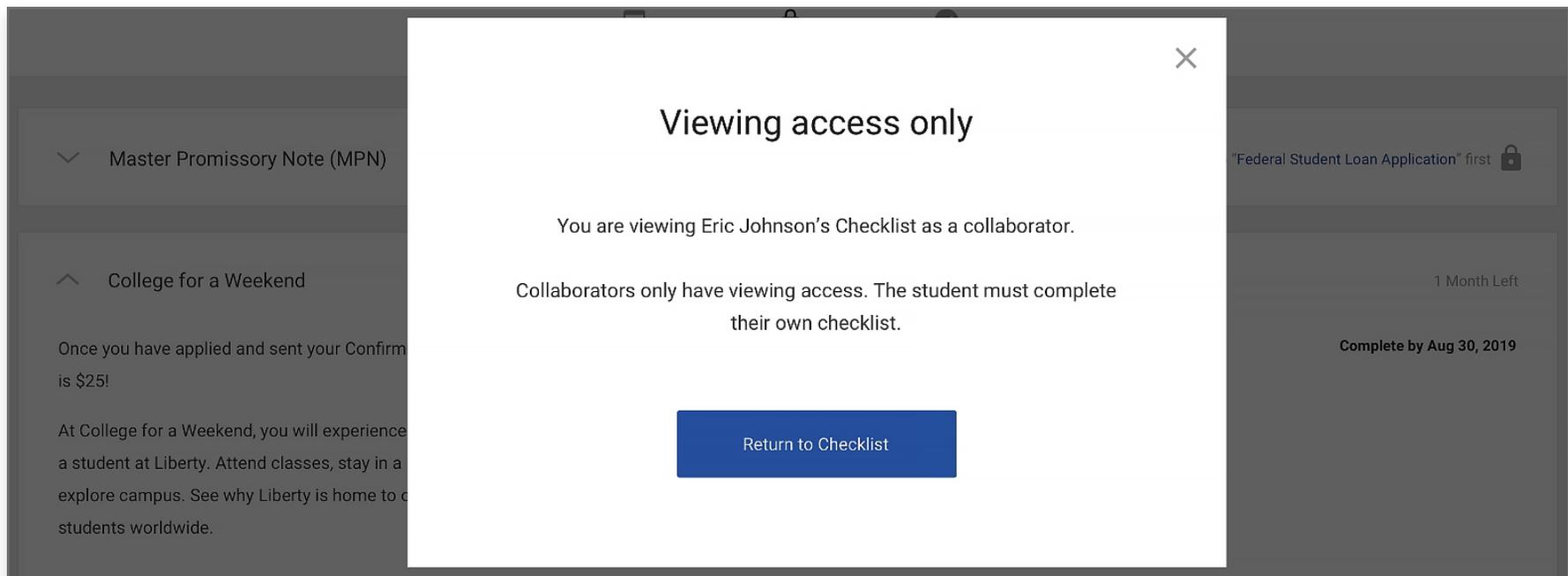
To access the Shared Access version of the Student Checklist, the collaborator can find the Student Checklist link under their “**Access I have**” tab in their myLU profile. By selecting the Student Checklist link, the collaborator will be directed to their student’s Checklist.

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.

The screenshot shows the 'Student Checklist' interface. At the top, it says 'You are viewing Joe's Checklist.' with a 'Change' button. Below this is the title 'Student Checklist' and the instruction 'Choose among the following'. There are three tabs: 'TO DO', 'UPCOMING' (which is selected), and 'COMPLETED'. The main content area shows a list of tasks. The first task is 'Master Promissory Note (MPN)' with a dropdown arrow and a note to 'Complete the step "Federal Student Loan Application" first'. The second task is 'College for a Weekend' with an upward arrow, a '1 Month Left' timer, and a 'Complete by Aug 30, 2019' deadline. Below this task, there is a description: 'Once you have applied and sent your Confirmation Deposit, CFAW is \$25!' and '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'. A blue button labeled 'Register for College for a Weekend' is positioned at the bottom right of this task's details.



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.

