

# For Delegates: Creating Your Shared Access Account, Viewing Student Information, and Making a Payment with Shared Access

## Creating a Shared Access Account in MyNIU

Once a student has shared access through MyNIU, you will receive an email containing instructions on how to set up a guest account (PR-ID). The security key and email address listed on the email will be used to set up your account.

To access the MyNIU Student System, a Shared Access Account (PR-ID) with Northern Illinois University must be established. Please complete the instructions below to acquire a new PR-ID and to view **Student's** data. *Important: If you already have a PR-ID with NIU, please proceed to Step 3.*

### Instructions:

You will be required to enter the following information during the setup process:

Security Key	Email Address
example	example@niu.edu

## From the email, click the link to create your new PR-ID.

### If You Do NOT Have an Existing PR-ID, COMPLETE THIS FIRST!

1. Click this [link](#) to create a new PR-ID.
  - o You will need to use the security key and email address provided in the table above.
2. Upon submitting, an email will be sent to [example@niu.edu](mailto:example@niu.edu) with your new PR-ID and password instructions. Follow those instructions to change your temporary password. PLEASE MAKE NOTE OF YOUR PR-ID AND PASSWORD FOR FUTURE USE.

## If you have already set up a PR-ID, follow steps 3-5 from the email.

### Once a PR-ID Has Been Established

3. Use your PR-ID and password to sign in to [MyNIU](#).
4. After signing in to MyNIU, you will be required to accept or decline the "Terms & Conditions Shared Access".
  - o You will need to use the security key and email address provided in the table above.
5. Access **Student's** account information by navigating to the "Shared Access Center".

Fill in the fields on the Create Account page with your information. All fields marked with an asterisk (\*) are required. Click Create Account when finished.

### Create Account


\*Security Key:

\*Email Address:

**Your Personal Information**

\*First Name:  Middle Name:

\*Last Name:

\*Date of Birth:  

**Mailing Address**

\*Country:  

\*Address Line 1:

Address Line 2:

Address Line 3:

\*City:  \*State:   \*Postal Code:

A confirmation message will appear. Click OK to continue.

**Message**

Please check the email address you provided for a Welcome to Northern Illinois University email containing your PR-ID and next steps.

You will receive a confirmation email with instructions on how to login to MyNIU with your new PR-ID. Note: Before you login, change your initial password to a permanent password.

Thank you for registering for a shared access account at Northern Illinois University. You are ready to activate your account. Follow the instructions below:

Instructions:

1. A unique user login and password has been established for you.  
PR-ID: PR \_\_\_\_\_
2. The initial password is your date of birth in NIU.YYYYmMMDD format. For example, if your birthdate is January 1, 1993, your initial password is: NIU.1993Jan01. This is a temporary password and it will expire. It MUST be changed to a permanent password. You MUST CHANGE your password at <http://password.niu.edu>
3. Read the Northern Illinois University Acceptable Use Policy <http://its.niu.edu/its/policies/au.shtml>
4. Read the "Terms & Conditions Shared Access". Log in to MyNIU <https://myniu.niu.edu/> to find "Terms & Conditions Shared Access" under MyNIU Quick Links. Click on the "Terms & Conditions Shared Access" icon. You will be required to accept or decline the "Terms & Conditions Shared Access". The Terms and Conditions must be accepted in order to have access to the shared transactions. NOTE: During this process you will need to use the security key and email address provided in the initial Shared Access invitation email.
5. After accepting "Terms & Conditions Shared Access" you will have access to the Shared Access Center. Click on the Shared Access icon in the MyNIU Quick Links to go to the Shared Access Center.

For additional information regarding how to navigate to Shared Access go to <http://www.niu.edu/ertraining/myniu-sa/sharedaccess.shtml>

Click the password.niu.edu link to change your temporary password. Select the Applicants/Alumni/Retirees: Change Your Password button.

Change Your Password

Active Students/Employees: Change Your Password

Applicants/Alumni/Retirees: Change Your Password

Enter your username (PR-ID) and the initial password, then click the Login button.

Username

Current Password

Login Clear Cancel

Click the Change Password button.

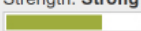
Change Password

Change your current password.


Read the password instructions at the top of the page before creating your new password. Enter your new password and then confirm it by entering repeating the same password. Click the Change Password button when finished.

New password accepted, please click change password

New Password

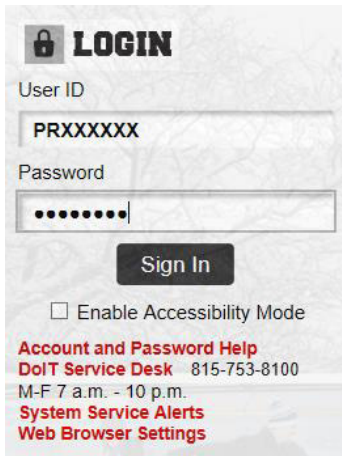
 Strength: **Strong**  


Confirm Password

Change Password Clear Show Passwords Cancel

After changing your initial password, go to [myniu.niu.edu](http://myniu.niu.edu). Enter your User ID (PR-ID) and Password then click the Sign In button.






Click the Shared Access Center link. Read the terms and conditions and then select the I accept terms and conditions check box.

**MyNIU Quick Links**

Need Help? Call the [DoIT Service Desk 815-753-8100](tel:815-753-8100).

To change your password go to [password.niu.edu](http://password.niu.edu).

 **MyNIU Shared Access Center**     **Terms-Condition Shared Access**     **MyNIU Shared Access Training**

**Terms and Conditions**

You have been granted access to view or update data that belongs to somebody else. By accepting these terms and conditions, you consent to protect the privacy of the data and to use or modify the data fairly and lawfully. The following terminology applies to these Terms and Conditions: "Delegator" refers to the person who delegated you

- I accept terms and conditions**
- I decline terms and conditions**

**Note:** If this is your first time accessing the Shared Access Center, you will be prompted to agree to the terms and conditions. You can return to the Terms-Condition Shared access page through the icon/link on the portal page. For every subsequent student that gives you access, you must accept the terms and conditions for each student.

Fill in your Security Key from your initial email and the email address where you received it. Click the Submit button.

**Security Key**  (Security Key included inside the email notification you received. Note: This is not your password)

**Contact Email**  (Email address where email notification was sent to you)

**SUBMIT**


You now have access to the shared student information. The links you see may vary based on the access you have been granted by the student.

Academics
<a href="#">Weekly Schedule</a>
<a href="#">Grades</a>
<a href="#">Transfer Credit Report</a>


Financials
<a href="#">Make A Payment</a>
<a href="#">Charges Due</a>
<a href="#">View Account Statements</a>
<a href="#">Term Account Detail</a>
<a href="#">View 1098-T</a>

Financial Aid
<a href="#">View Financial Aid</a>

Admissions
<a href="#">Admission Status</a>

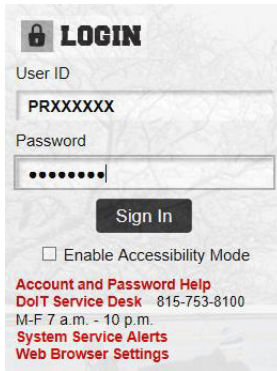
 [Return to Search](#)

Click the **Sign out** link once you have finished using MyNIU Shared Access.

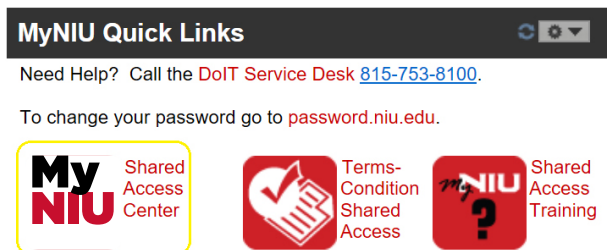
 [MyNIU Portal Home](#) | [Sign out](#)  
[A-Z](#) | [Calendar](#) | [Directory](#) | [NIU Home](#)

# For Delegates: Making a Payment with Shared Access

Log in to MyNIU by entering [myniu.niu.edu](http://myniu.niu.edu) in your browser's address bar. Enter your User ID (PR-ID) and Password then click the Sign In button.



Click the Shared Access Center link.



Under Financials, click the Make A Payment link.



Enter the desired information into the Payment Amount field. Click Next.

Description	Outstanding Charges	Payment Amount
Northern Illinois University	280.00	<input type="text" value="50.00"/>

Currency used is US Dollar.

Select the payment method that you want to use from the Pay By dropdown menu. Click the Next button.

## Select Payment Method

If you wish to use multiple credit cards or bank accounts to pay off your balance, you will need to submit multiple transactions.

A 2.4% convenience fee will be added to your Credit Card payment. We do not charge a convenience fee for eCheck transactions.

Pay By

Credit Card  
Electronic Check  
select Payment Method

CANCEL

PREVIOUS

NEXT

### Payment Options

**Credit card**—MasterCard, American Express, and Discover. Visa is not an accepted credit card. A 2.4% convenience fee is added to the final total of credit card payments. To make a payment by credit card you will need the card number, card verification number (CVN), expiration date, and the card holder name as it appears on the card.

**eCheck**—Checking, savings, or corporate checking accounts. No convenience fee added for eCheck transactions. To make a payment by eCheck you will need the name and address on the account, checking account number, and the routing number. No convenience fee added for eCheck transactions.

Review the Confirm Payment information then click Continue to Make Payment.

### Confirm Payment

Payment by Credit Card



Your payment of 51.20 USD will be processed through our secure third party payment provider.

**PLEASE NOTE:** After you click the CONTINUE TO MAKE PAYMENT button, DO NOT USE the BACK button on your browser window to return to this page. This can cause a problem with your payment. Please use the provided return link instead.

CANCEL

PREVIOUS

CONTINUE TO MAKE PAYMENT

### Confirm Payment

Payment by eCheck



Your payment of 50.00 USD will be processed through our secure third party payment provider.

**PLEASE NOTE:** After you click the CONTINUE TO MAKE PAYMENT button, DO NOT USE the BACK button on your browser window to return to this page. This can cause a problem with your payment. Please use the provided return link instead.

CANCEL

PREVIOUS

CONTINUE TO MAKE PAYMENT

## Enter your billing information.

### Billing Information





\* Required field

First Name *	<input type="text" value="Victor"/>
Last Name *	<input type="text" value="Huskie"/>
Address *	<input type="text" value="123 Huskie Blvd"/> <input type="text"/>
City *	<input type="text" value="Dekalb"/>
Country *	<input type="text" value="United States of America"/> ▼
State/Province *	<input type="text" value="Illinois"/> ▼
Zip/Postal Code *	<input type="text" value="60115"/>
Phone Number	<input type="text"/>
Email *	<input type="text" value="vhuskiemail@niu.edu"/>

## Enter the Payment Details for the payment method you selected. Click Continue.

### Payment Details

Payment by Credit Card

Card Type *	<input checked="" type="radio"/>  Mastercard	<input type="radio"/>  Amex
	<input type="radio"/>  Discover	
Card Number *	<input type="text" value="xxxxxxxxxxx4444"/> x	
CVN *	<input type="text" value="444"/> 	<small>This code is a three or four digit number printed on the back or front of credit cards.</small>
Expiration Date *	<input type="text" value="03"/> ▼	<input type="text" value="2023"/> ▼
<input type="button" value="Continue"/>		

### Payment Details

Payment by eCheck

Routing Number *	<input type="text" value="xxxxxxxx"/>
Account Number *	<input type="text" value="xxxxxxxxxxxx"/>
Account Type *	<input type="text" value="Checking"/> ▼

By clicking Pay, I agree to the [Electronic Check Terms & Conditions](#)



Review your payment details and click the Submit button to finalize the payment.

### Submit Payment

Payment by Credit Card

If the information below is accurate, click the Submit button.

Payment Summary	
Payment Amount	50.00
Convenience Fee	1.20
<b>Total</b>	<b>51.20</b>
Currency used is US Dollar.	
<b>Card Number</b>	4444

CANCEL

SUBMIT

### Submit Payment

Payment by eCheck

If the information below is accurate, click the Submit button.

Payment Summary	
Payment Amount	50.00
Currency used is US Dollar.	


CANCEL

SUBMIT

The Payment Result page will show your Payment Confirmation Details. Click the Sign Out link once you have finished using MyNIU Shared Access.

### Payment Result

Payment by Credit Card

 Your payment has been accepted. Save the information below for your reference.


Confirmation Details			
Reference Number	000000479243	Payment Amount	51.20
Card Number	4444	Transaction Date	03/12/2018
		Transaction Status	Successfully Posted
Currency used is US Dollar.			

VIEW CONFIRMED PAYMENT

MAKE ANOTHER PAYMENT

### Payment Result

Payment by eCheck

 Your payment has been accepted. Save the information below for your reference.

Confirmation Details			
Reference Number	000000479242	Payment Amount	50.00
Account Number		Transaction Date	03/12/2018
		Transaction Status	Successfully Posted
Currency used is US Dollar.			

VIEW CONFIRMED PAYMENT

MAKE ANOTHER PAYMENT