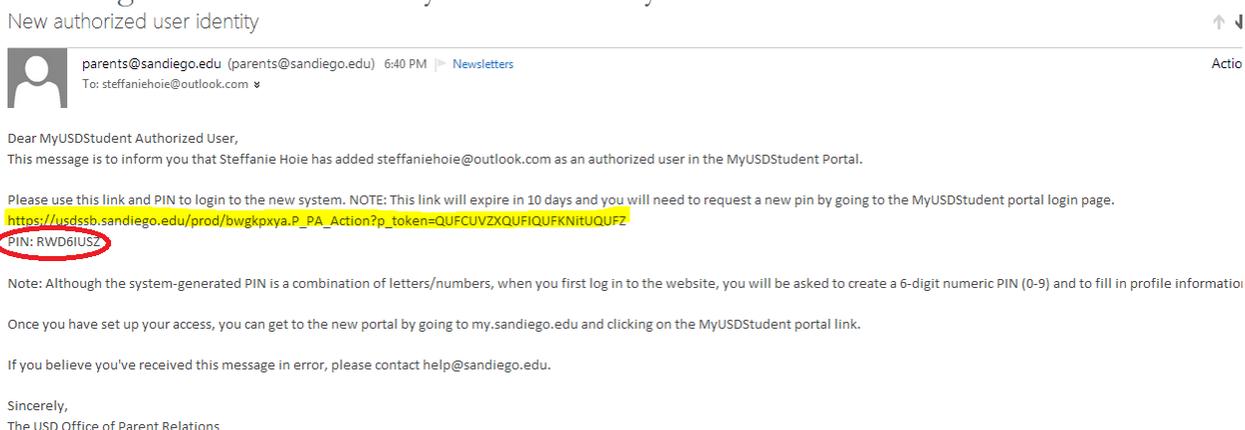


# How to access the student record for the first time

1. The email providing information on how to login to the new MyUSDStudent portal will be sent to the authorized user's email from parents@sandiego.edu. Open the email message with the subject "New authorized user identity". *If you did not receive the "New authorized user identity" email, please check your 'spam or junk email' folder.*



2. Click on action URL link (highlighted below). **WARNING:** The action URL is a single-use URL and it is valid for **10 days**. Subsequent uses of the action URL will redirect to the MyUSDStudent portal login page. If your URL is expired, you can enter your email address on the MyUSDStudent login page and click on the Forgot Pin button. The system will send you a new email with a valid URL.



3. Enter the Action Password also included in the e-mail (circled in red above).  
Click “Submit”.



The e-mail you received contained an Action Link (which you have used to get here) and an Action Password used to verify that you are the intended recipient. You will also use this value as the "Old PIN" on the following page when establishing your new PIN.

\* - indicates a required field.

**Action Password\***

4. Enter the Email Address, Old PIN (PIN in email), New Pin, Validate PIN. Then click on “Save”. Note: New Pin must be a 6-digit numeric PIN (0-9).



Enter your new PIN twice, a PIN must be a number.

Welcome to the MyUSDStudent Portal. Your e-mail address has been verified. The next step is to save your security PIN for proxy access.

\* - indicates a required field.

Minimum PIN length: 6 Maximum PIN length: 6. Your PIN must be numeric.

**Enter e-mail address\***

**Enter Old PIN\***

**Enter New PIN\***

**Validate PIN\***

5. On the profile tab, verify the First Name, Last Name, Email Address, and add Mailing Address and Birthdate. Other information is optional.
- **WARNING:** If you don't add the required fields, you will **not** be able to view any of your student's information.
  - Note: You will get an email confirming that you updated data. The First Name, Last Name and Email Address can also be updated here. If the email address is updated, the authorized user will get two emails – one

email sent to the old email address and one sent to the new address. The email includes instructions to begin viewing the authorized pages with the new email address.

<b>Profile</b>	<b>Steffanie A Hoie</b>
----------------	-------------------------

**Required data missing : Address Line 1 : City : State : Zipcode : Nation : Birthdate**  
**Authorized User Profile**

Please keep your Authorized user information up-to-date  Click here to change your PIN

\* - indicates a required field.

<b>Salutation</b>	<input type="text"/>
<b>First Name *</b>	<input type="text" value="Beverly"/>
<b>Middle Name</b>	<input type="text"/>
<b>Last Name *</b>	<input type="text" value="Test"/>
<b>Name Suffix</b>	<input type="text"/>
<b>Personal email address E Mail Address *</b>	<input type="text" value="steffaniehoie@outlook.com"/>
<b>Permanent Phone Area Code</b>	<input type="text"/>
<b>Permanent Phone Number</b>	<input type="text"/>
<b>Mailing address Address Line 1 *</b>	<input type="text" value="123 Normal St"/>
<b>Mailing address Address Line 2</b>	<input type="text"/>
<b>Mailing address Address Line 3</b>	<input type="text"/>
<b>City *</b>	<input type="text" value="San Diego"/>
<b>State *</b>	<input type="text" value="California"/>
<b>Zipcode *</b>	<input type="text" value="92110"/>
<b>Nation *</b>	<input type="text" value="United States of America"/>
<b>Gender</b>	<input type="text" value="Select Gender"/>
<b>Birthdate (MM/DD/YYYY) *</b>	<input type="text" value="01/01/1960"/>

- You may now select the tab with the appropriate student name to view any pages authorized by the student.

The screenshot shows a web interface with a navigation bar at the top. The bar has two tabs: 'Profile' and 'Steffanie A Hoie'. Below the navigation bar, the main content area is titled 'Authorized User Access'. It contains a blue speech bubble icon followed by a paragraph of text: 'The following page links have been specifically authorized for your use. All pages will open into a new window and therefore please ensure that pop-up blockers are disabled. There is no need to close this window until you have completed viewing your student's records. When you want to exit, use the logout link at top.' Below this text, there are two main headings: 'Academic Information for Steffanie A Hoie' and 'Student Accounts (Parking, campus card services) Information for Steffanie A Hoie'. Under the first heading, there are links for 'Schedule', 'Midterm Grades', 'Final Grades', 'View Holds', and 'Transcripts'. Under the second heading, there are links for 'Billing and Payments - CashNet', 'Parking Info', and 'Purchase Campus Cash'.

- To view information, click on any of the links under the main headings (Academic Information, etc). Note: All pages will open into a new window and therefore please ensure that *pop-up blockers are disabled*.

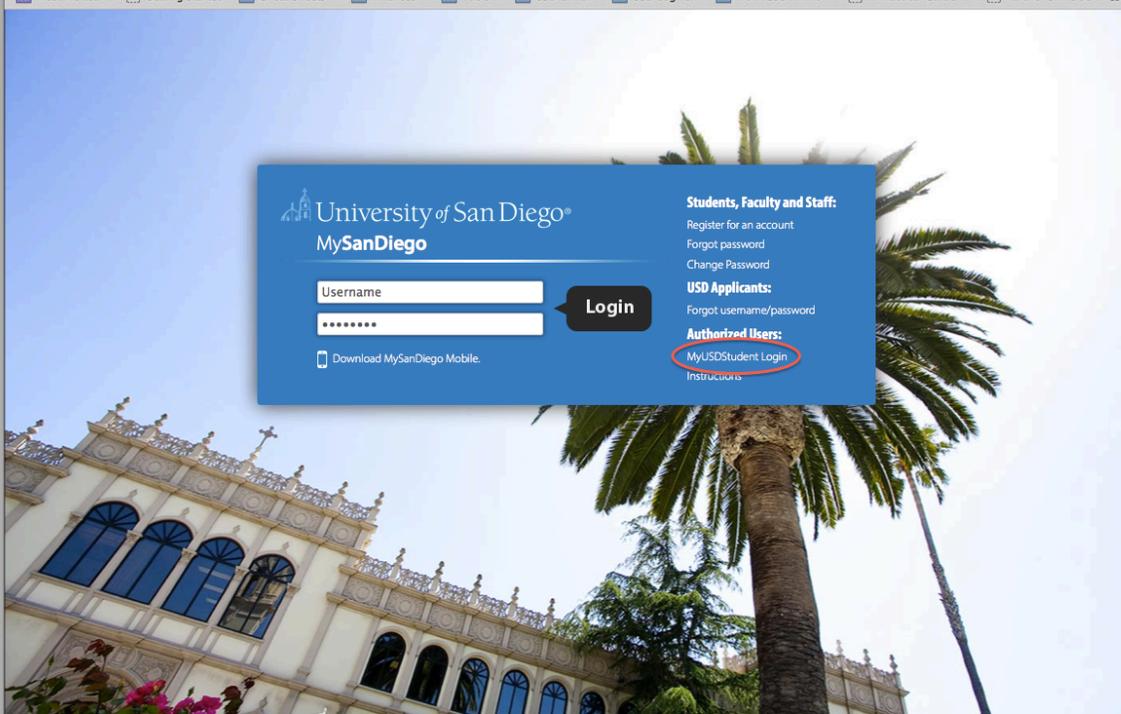
## Returning to the MyUSDStudent Portal

If you wish to access a student's record through the MyUSDStudent portal after activating your account for the first time, return to the My.SanDiego.edu portal site and click on the MyUSDStudent Portal link. The link will take you to the login page where you can enter the credentials you established when activating your account.

MySanDiego Portal Login

https://myauth.sandiego.edu/cas-web/login?service=https%3A%2F%2Fmy.sandiego.edu%2Fportal%2Flogin

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**MySanDiego**

Username

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