

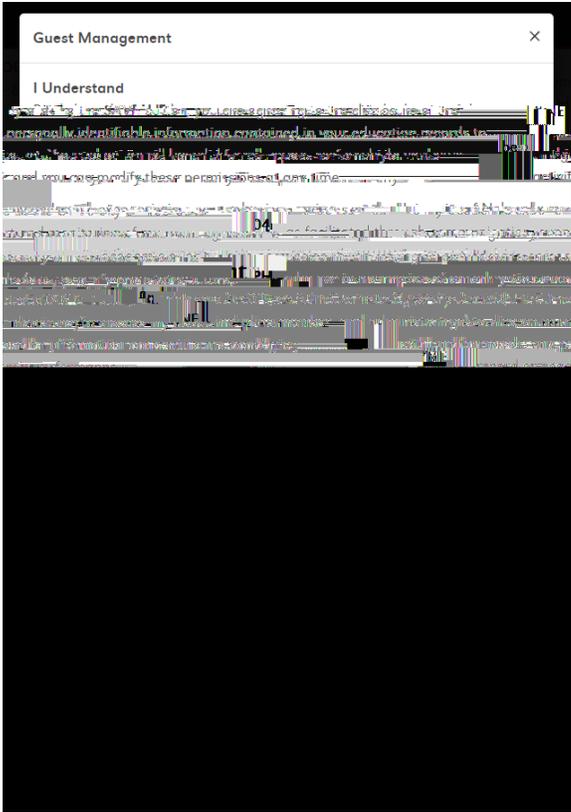
Overview of Guest Account Process for mavlink

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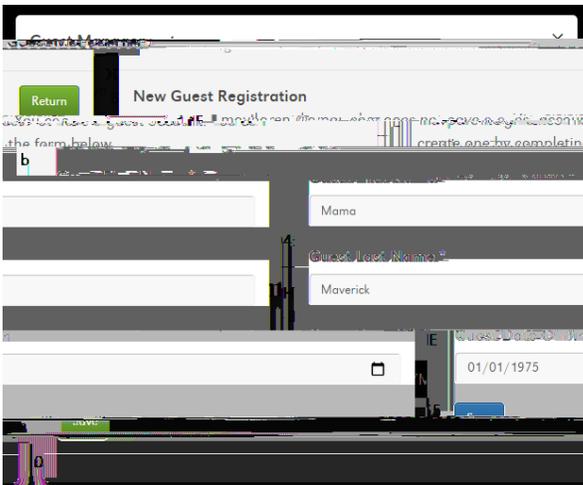
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Students:

1. Log into Mavlink and click **Profile > Guest Parent Access**.



2. Enter the email of the guest you wish to grant access. Click **Submit**.



3. Enter your guest's first name, last name and date of birth.
4. Click **Save**.

5. Select the check boxes to add access. Click the "I" icons to view a summary of each section.
Create a shared secret word or phrase for future account identification – this will be sent to the guest in a notification that their access has been granted.
6. Click **Save**.

Guest:

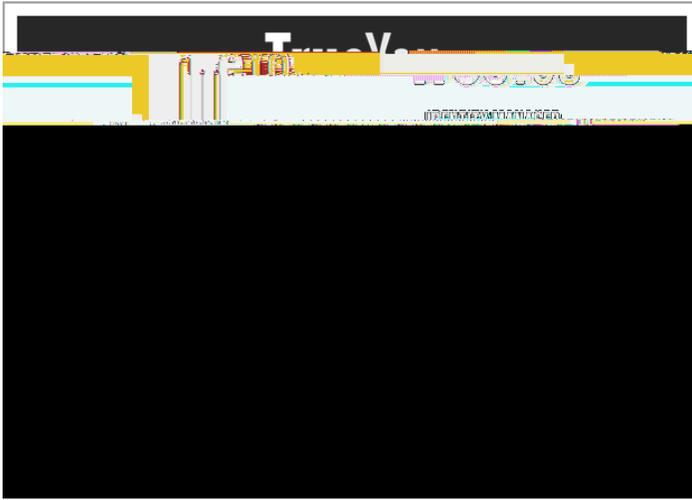


1. Click on the link in the email, or copy and paste it into a browser.



2. At this point, the guest can log into TrueYou with their initial password (in Email #2) and change their password if they wish.

Email #2: This email contains the guest's initial password. They will need this after they have completed the action in Email #1.



After the student has granted access to the guest (Step 5 above), the guest will receive another email:



Email #3: This email verifies that the guest's access has been granted and/or changed and contains the Shared Secret that was entered by the student. They will receive this email any time the student changes the guest's access, but it will not divulge what has been added/changed and/or deleted.



Logging into the Guest Dashboard

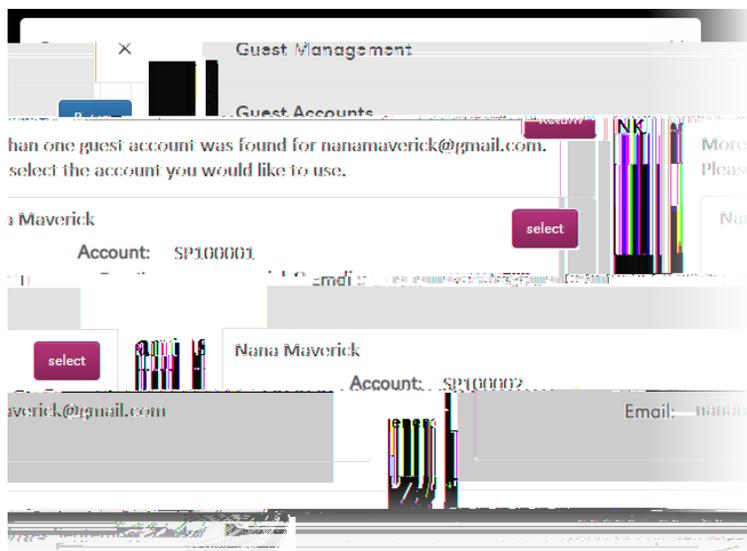
At this point, the guest can use the link in the email above to log into mavlink using the GUEST option.

1. Click on a student to view their information.
2. Blue tiles indicate the student has granted access to that information.
3. Grayed

2. Once they click Save, the guest will receive a notification that they've been granted access.

Adding a Guest with Multiple Accounts

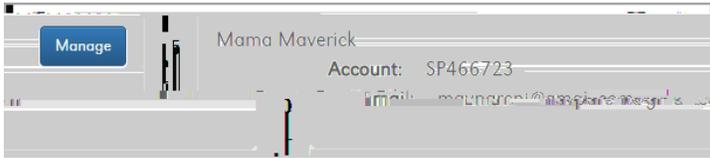
1. If a student enters an email address that is associated with more than one existing guest account, they will be prompted to choose which guest account to retain.



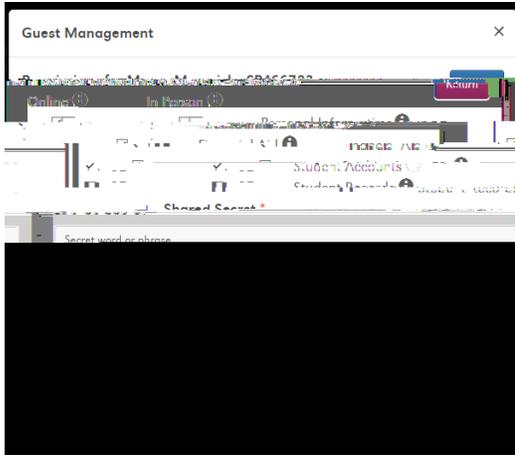
2. Click **Select** beside the account they wish to retain.
3. Assign permissions and click **Save**.

Managing a Guest Accounts

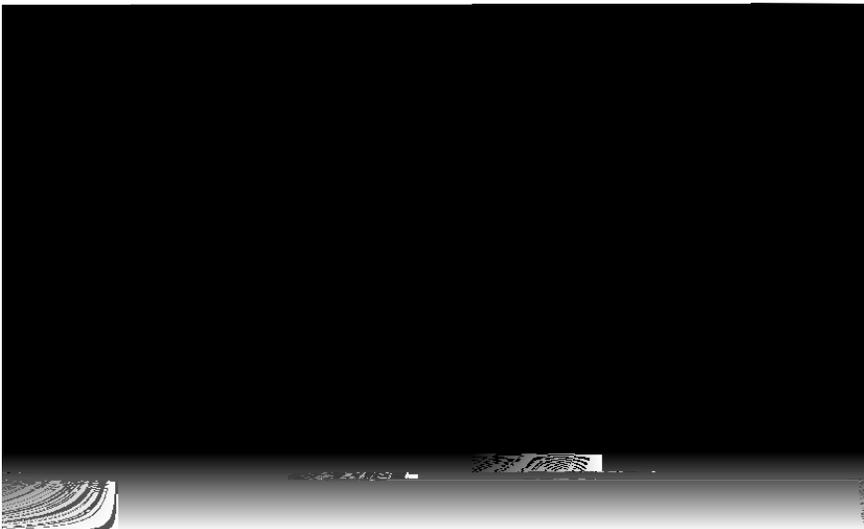
1. Log into mavlink and click **Profile > Guest Parent Access**.



2. Existing guests will be listed at the bottom of the page. Click **Manage** beside the guest to manage.



3. Change the guest's access or the Shared Secret as necessary.
4. Click **Save**.

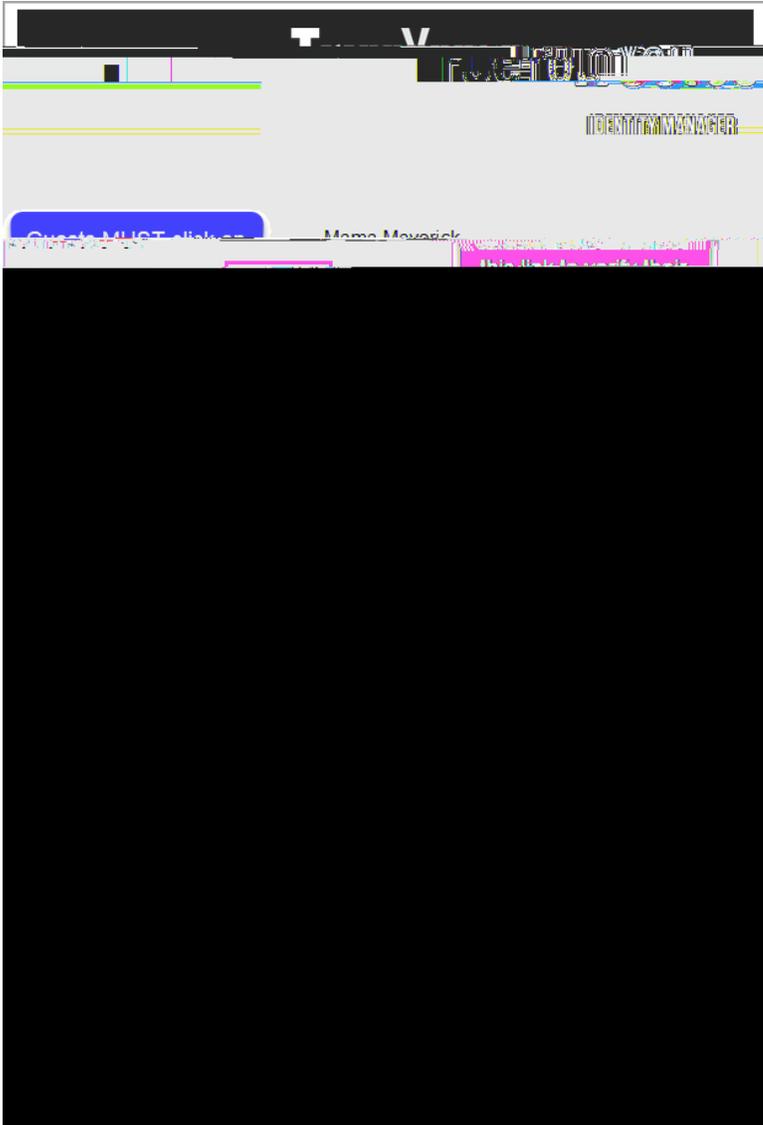


5. The guest will receive an email stating their access has been changed.

Resending Guest's Claim Account Email

If a guest never received the initial email with the link for them to click to verify their email, or if they accidentally deleted it, the student can resend the email to their guest allowing them to complete the process.

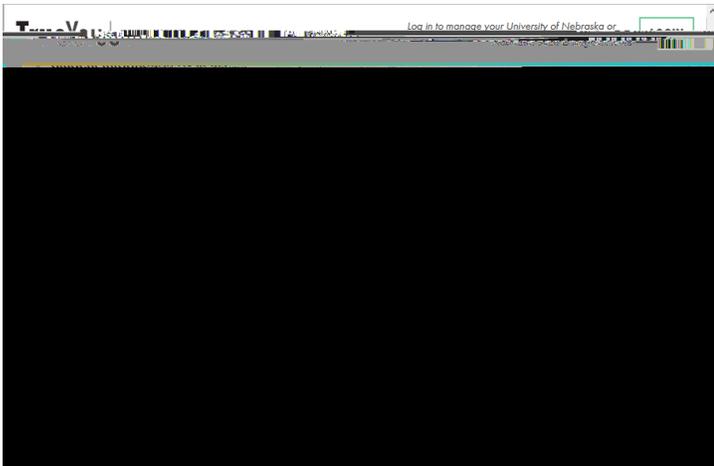
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4. The guest will receive the email above. **They must click on the link to claim their account.**



5. Click Return Home.



6. Click **Forgot Password** and follow the steps to reset the password.