For Delegates: Creating Your Shared Access Account, Viewing Student Information, & 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:

<table>
<thead>
<tr>
<th>Security Key</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>example</td>
<td><a href="mailto:example@niu.edu">example@niu.edu</a></td>
</tr>
</tbody>
</table>

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.
   - 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 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”.
   - 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 the **Create Account** button when you are finished.

**Create Account**

- **Security Key:** example
- **Email Address:** example@niu.edu

**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:**

Click the **Create Account** button when you are finished.

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.

Click **OK** or **Cancel**

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.
2. The initial password is your date of birth in NIU.YYYYMMDD 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](http://password.niu.edu).
4. Read the "Terms & Conditions Shared Access". Log in to MyNIU [https://myniu.niu.edu/](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/erptraining/myniu-sa/sharedaccess.shtml](http://www.niu.edu/erptraining/myniu-sa/sharedaccess.shtml).

If you have any problems or questions about your PR-ID, password or other technical issues, please contact the NIU DoIT Service Desk at (815)753-8100.
Click the http://password.niu.edu link to change your temporary password. Select the Applicants/Alumni/Retirees: Change Your Password button.

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

Click the Change Password button.

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.
After changing your initial password, go to https://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.

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.
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.

Click the **Sign out** link once you have finished using MyNIU Shared Access.
For Delegates: Making a Payment with Shared Access

Log in to MyNIU by entering https://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 the Next button.

<table>
<thead>
<tr>
<th>Description</th>
<th>Outstanding Charges</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northern Illinois University</td>
<td>280.00</td>
<td>50.00</td>
</tr>
</tbody>
</table>

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. Visa is not an accepted credit card.

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 the Continue to Make Payment button.

Confirm Payment

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.
Enter your Billing Information.

Billing Information

- **First Name**: Victor
- **Last Name**: Huskie
- **Address**: 123 Huskie Blvd
- **City**: Dekalb
- **Country**: United States of America
- **State/Province**: Illinois
- **Zip/Postal Code**: 60115
- **Phone Number**: 
- **Email**: vhaskemail@niu.edu

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

Payment Details

- **Card Type**
  - Mastercard
  - Discover
  - Annex
- **Card Number**: 
- **CVN**: 444
- **Expiration Date**: 03/2023

Payment Details

- **Routing Number**: 
- **Account Number**: 
- **Account Type**: Checking

By clicking Pay, I agree to the Electronic Check Terms & Conditions

Continue
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

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Amount</td>
<td>50.00</td>
</tr>
<tr>
<td>Convenience Fee</td>
<td>1.20</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>51.20</td>
</tr>
</tbody>
</table>

Currency used is US Dollar. 

| Card Number       | 4444    |

#### Submit Payment 

**Payment by eCheck**

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

#### Payment Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Amount</td>
<td>50.00</td>
</tr>
</tbody>
</table>

Currency used is US Dollar. 

### 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. 

<table>
<thead>
<tr>
<th>Confirmation Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reference Number</strong></td>
</tr>
<tr>
<td><strong>Card Number</strong></td>
</tr>
<tr>
<td><strong>Payment Amount</strong></td>
</tr>
<tr>
<td><strong>Transaction Date</strong></td>
</tr>
<tr>
<td><strong>Transaction Status</strong></td>
</tr>
</tbody>
</table>

Currency used is US Dollar. 

#### Payment Result 

**Payment by eCheck**

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

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<td><strong>Reference Number</strong></td>
</tr>
<tr>
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</tr>
<tr>
<td><strong>Payment Amount</strong></td>
</tr>
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<td><strong>Transaction Date</strong></td>
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<tr>
<td><strong>Transaction Status</strong></td>
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Currency used is US Dollar. 

### Sign out 

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