

SIS Guest Access - Guest Tutorial

A UWGB student is able to authorize access to their financial information within the Student Information System (SIS) account. **GUESTS** who have been authorized by a student can access the Student Information System (SIS) to:

- View financial account information.
- Make payments.
- Guest Username and case sensitive passwords will be sent in separate emails to the student's campus email address. Students will be responsible for forwarding this information to their authorized guests.
- If a Guest account is not accessed for 9 consecutive months, it may need to be reauthorized.
- The Bursar website, www.uwgb.edu/bursar/billinginformation, has term specific information such as due dates and policies and procedures. There is also a link off this page to access the SIS log-in page.

1. After your UWGB student has created and given you access to your SIS Guest Account with the username and case sensitive password, another way to get to the SIS log-in page is to log on to WWW.UWGB.EDU
2. Click on Current Students



3. Click on SIS (Student Information System)



4. Using the Username and password that your student has provided to you, log onto SIS



5. When you have successfully logged into SIS the page should look like the one below. If you are mailing in your payment, please print off this page and send it along with your payment, it contains the student's name and campus ID number.

Student Finances

Jane Doe Student **Campus ID** 001234567

Student Finances

To View the Student Account:
Select "SELF SERVICE" in the upper left menu.

Need Help?
To learn how to use SIS Guest Access view the [Tutorial](#) on the Bursar website.
For [Payment Plan](#) details see the Bursar website.

Mailing in a payment?
To ensure proper credit to the correct student account, please print this page as a remittance copy. **Include the student's Campus ID number on checks and other correspondence.**

<u>Mailing Address</u> UW-Green Bay Bursar's Office 2420 Nicolet Drive Green Bay, WI 54311-7001	<u>Contact Info:</u> Student Billing Office Student Services Building, Room 1300 920-465-2224 email bursar@uwgb.edu website: www.uwgb.edu/bursar
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6. The next step to viewing account information is to click on the Self Service button located in the left-hand menu.



Menu
Search:
Self Service
SIS Guest Access

Student Finances

Jane Doe Student Campus ID 001234567

[Student Finances](#)

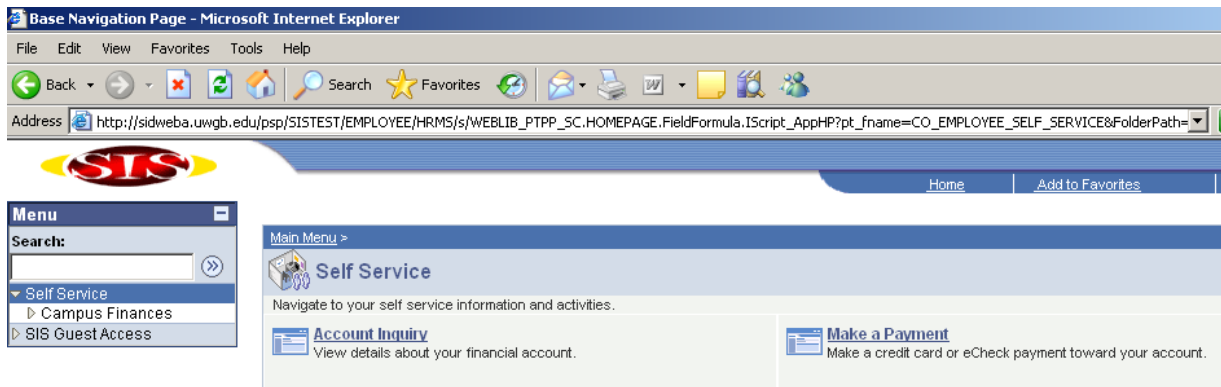
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7. The Self Service page should open to the **Campus Finances** screen below. From this screen you can either click on the **Account Inquiry** to view information about your student's financial account, or go directly to the **Make a Payment** page to make an online payment using either an e-Check or credit card.



Base Navigation Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Print Mail

Address http://sidweba.uwgb.edu/psp/SISTEST/EMPLOYEE/HRMS/s/WEBLIB_PTPP_SC.HOME.PAGE.FieldFormula.IScript_AppHP?pt_fname=CO_EMPLOYEE_SELF_SERVICE&FolderPath=...

SIS Home Add to Favorites

Menu
Search:
Self Service
Campus Finances
SIS Guest Access

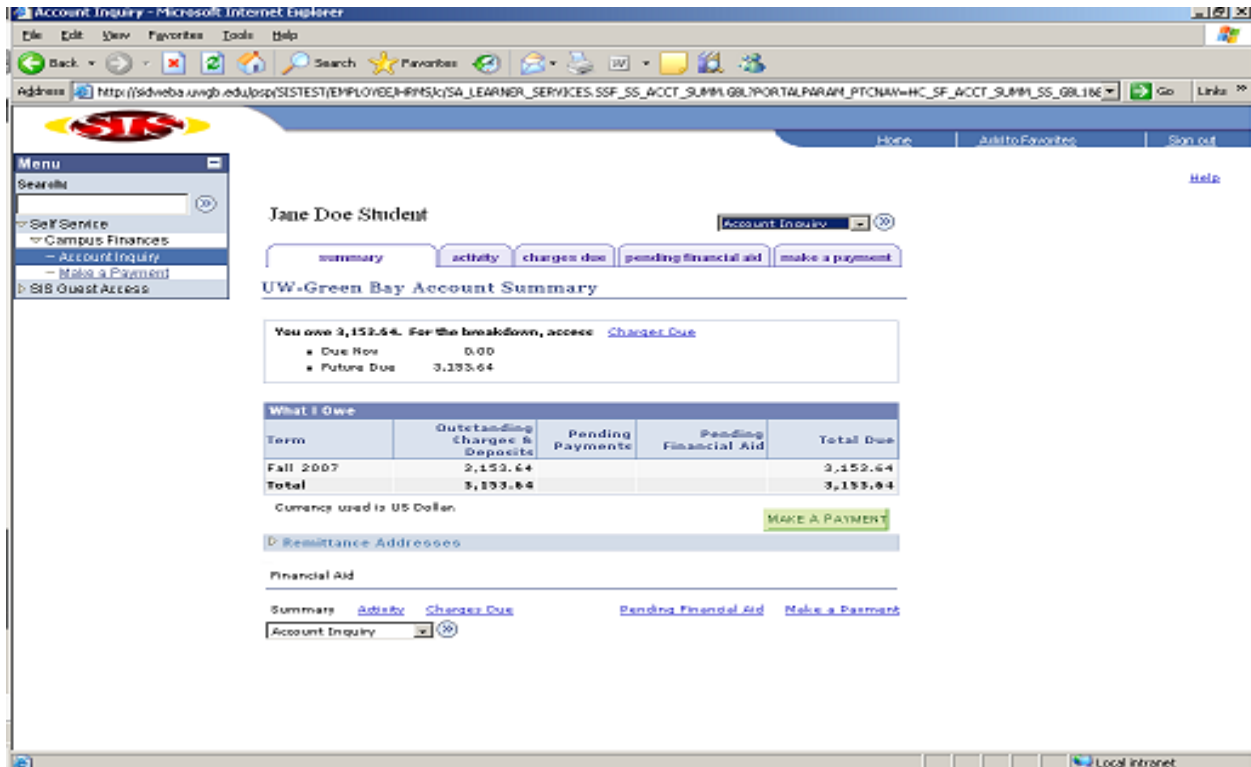
Main Menu >

Self Service
Navigate to your self service information and activities.

Account Inquiry
View details about your financial account.

Make a Payment
Make a credit card or eCheck payment toward your account.

- By clicking on the **Account Inquiry** button you will be able to see a summary of your student's account, account activity, charges due, pending financial aid, and have the ability to make a payment. The Account Inquiry screen should open to your student's account summary like the one shown below.



This account Summary page only shows terms with outstanding charges, pending payments or pending financial aid.

Click on the tabs below the student's name to move to other account views.

The Activity page shows all historic and current term information.

Activity Page:

Menu

Search:

- Self Service
 - Campus Finances
 - Account Inquiry
 - Make a Payment
 - SIS Guest Access

Jane Doe Student

Account Inquiry

summary activity charges due pending financial aid make a payment

UW-Green Bay Account Activity

View by

From 10/09/1997 To 10/09/2007 Term: Fall 2007 go

Posted Date	Item	Term	Charge	Payment	Refund
09/06/2007	Deferred to Payment Plan	Fall 2007		1,787.76	
09/06/2007	Membership Fee - Payment Plan	Fall 2007	25.00		
09/06/2007	Payment Plan Installment	Fall 2007	893.88		
09/06/2007	Payment Plan Installment	Fall 2007	893.88		
09/06/2007	Personal Check Payment	Fall 2007		1,191.84	
08/08/2007	Tuition Undergrad Res	Fall 2007	2,409.60		
08/08/2007	Undergraduate Segregated Fees	Fall 2007	570.00		

First 1-7 of 7 Last

Currency used is US Dollar.

PRINTER FRIENDLY PAGE MAKE A PAYMENT

Pay particular attention to these options, see information below.

The Activity page shown above contains all charge, payment and refund history. The information can be tailored to your needs by using the **date range** and **term** options on the “**View by**” line.

Information is in chronological order, most current at the top.

View By: This date range defaults to a 10 year period to ensure all activity is viewable. These dates can be customized, example: January 1, 2008 to December 31, 2008 for tax purposes.

Transactions: The view defaults to 10 lines. Select “view all” to ensure you can see all the activity.

The **Printer Friendly** version will show all transactions based on your “view by” criteria.

When looking for specific term information, leave the date range broad and select the term from the drop-down menu.

Refund checks are not mailed to on-campus students. They need to be picked up by the student at the Bursar / Cashier window in the Student Services Building.

The screenshot shows the 'UW-Green Bay Charges Due' page. At the top, there is a navigation menu with 'Home', 'Add to Favorites', and 'Sign out'. Below the menu is a search bar and a dropdown menu for 'Account Inquiry'. The main content area is titled 'Jane Doe Student' and contains a 'summary' button. Below this is a section titled 'UW-Green Bay Charges Due' with a sub-header 'Following is a Running Totals summary by due date of the charges and deposits that you owe. review either the Details by Due Date table or the Details by Charge table to see the specific charges.' There are two tables: 'Summary of Charges by Due' and 'Details by Charge'. The 'Summary of Charges by Due' table has columns for 'Due Date', 'Due Amount', and 'Running Total'. The 'Details by Charge' table has columns for 'Charge', 'Due Date', 'Term', and 'Amount'. A 'View By' dropdown is set to 'All Terms' with a 'go' button. The browser's status bar at the bottom indicates 'Local intranet' and '100%' zoom.

Due Date	Due Amount	Running Total
10/05/2007	918.88	918.88
11/04/2007	893.88	1,812.76

Charge	Due Date	Term	Amount
Payment Plan Installment	10/05/2007	Fall 2007	893.88
Membership Fee - Payment Plan	10/05/2007	Fall 2007	25.00

The Charges Due view is the best view when the student account is on the Payment Plan. The due dates and amounts are shown.

The screenshot shows the 'Make a Payment' page. At the top, there is a navigation menu with 'Home' and 'Add to Favorites'. Below the menu is a search bar and a dropdown menu for 'Account Inquiry'. The main content area is titled 'Jane Doe Student' and contains a 'summary' button. Below this is a section titled 'Make a Payment' with a sub-header '1. Select Payment Method'. There is a paragraph of text: 'If you wish to use multiple credit cards or bank accounts to pay off your balance, you will need to submit multiple transactions. A 2.5% convenience fee will be added to your Credit Card payment. A 3.00 USD convenience fee will be added to your eCheck payment.' Below this is a 'Pay By' dropdown menu with options: 'select Payment Method', 'Credit Card', 'Electronic Check', and 'select Payment Method'. There are 'CANCEL' and 'NEXT' buttons. At the bottom, there is a navigation menu with 'Summary', 'Activity', 'Charges Due', 'Pending Financial Aid', and 'Make a Payment'. The browser's status bar at the bottom indicates 'Local intranet' and '100%' zoom.

On-line payment can be made with **E-Check**: Effective July 1, 2008, E-Checks will have NO transaction fees.

Credit Card: ONLY American Express, Discover or MasterCard: 2.5% convenience fee. Payments are live and you will be able to see it reflected in the other account views immediately.