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.
- Periodically, SIS Guest Access logons which have not been used in the previous nine (9) months will be deactivated. A student can reactivate the account through their SIS account.
- The Bursar website, [www.uwgb.edu/bursar/billinginformation](http://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](http://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](image)

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.

<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>Contact Info:</th>
</tr>
</thead>
<tbody>
<tr>
<td>UW-Green Bay</td>
<td>Student Billing Office</td>
</tr>
<tr>
<td>Bursar’s Office</td>
<td>Student Services Building, Room 1300</td>
</tr>
<tr>
<td>2420 Nicolet Drive</td>
<td>920-465-2224</td>
</tr>
<tr>
<td>Green Bay, WI 54311-7001</td>
<td>email <a href="mailto:bursar@uwgb.edu">bursar@uwgb.edu</a></td>
</tr>
<tr>
<td></td>
<td>website: <a href="http://www.uwgb.edu/bursar">www.uwgb.edu/bursar</a></td>
</tr>
</tbody>
</table>

6. The next step to viewing account information is to click on the Self Service button located in the left-hand menu.
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.

![Image of Self Service page]

8. 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.

![Image of Account Inquiry screen]

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.
9. The Activity page shows all historic and current term information.

Account Activity Page:

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 need to be picked up by the student at the Bursar / Cashier window in the Student Services Building. Refund checks not picked up within 21 days will be mailed to the home address indicated on SIS.
10. *The Charges Due view is the best view when the student account is on the Payment Plan.* The due dates and amounts are shown.
11. On-line payment can be made with:
   1. **E-Check** *(checking or savings account)*: **Free**
   2. **Credit Card** *(American Express, Discover, or MasterCard)*: **2.5% convenience fee. VISA IS NOT ACCEPTED FOR TUITION PURPOSES.**

Payments are live and you will be able to see the payments reflected on the SIS account immediately.