

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.
 - 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, 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

The image is a screenshot of the University of Wisconsin Green Bay website. At the top, there is a green header with the university logo on the left, the text "UNIVERSITY of WISCONSIN GREEN BAY" in the center, and the tagline "Connecting learning to life" on the right. Below the header is a navigation bar with several menu items: "Future Students", "Current Students" (which is circled in red), "Faculty & Staff", "Alumni", and "Parents". To the right of these items is a search bar with the text "search uwgb.edu" and a magnifying glass icon. Below the navigation bar is a large banner image showing a young woman and a young man sitting at a table outdoors, both drinking from white cups. The woman is on the left, and the man is on the right. Below the banner image is a sidebar with a list of links: "Academics", "Admissions", "Adult Degree Programs", "Arts & Performances", "Athletics", "Cofrin Library", "Community Programs", "Departments & People", "Employment", "Inclusive Excellence", and "Give to UW-Green Bay". Below the sidebar is a small image of three people in outdoor gear, with the text "For the birds: Prof. Howe, students gear up for Nicolet Forest survey". At the bottom of the page, there are four navigation buttons: "Campus Events", "Inside", "Places of Interest", and "Spotlights".

3. Click on SIS (Student Information System)

The screenshot shows the University of Wisconsin-Green Bay website. The header includes the university logo and the tagline "Connecting learning to life". Below the header is a green navigation bar with "Current Students" and a search bar. A sidebar menu on the left lists various services, with "SIS" circled in red. The main content area features a large photo of students walking, a "Join Phlash TV!" video player, and three columns of content: "Important Dates" (listing June 7-14 and June 17), "What's Happening" (with a "Registration & Resources" link and a Facebook follow button for @uwgb), and "Read Watch & Listen" (listing various media sources).

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

The screenshot shows the SIS login page. The header includes the university logo and the URL "www.uwgb.edu | search | departments". The main content area features a large "SIS" logo. Below the logo are two input fields: "Username:" and "Password:", both of which are circled in red. At the bottom, there are three icons with labels: "Sign In" (upward arrow), "Help" (question mark), and "Password Reset" (circular arrow).

- 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.**

<p><u>Mailing Address</u> UW-Green Bay Bursar's Office 2420 Nicolet Drive Green Bay, WI 54311-7001</p>	<p><u>Contact Info:</u> Student Billing Office Student Services Building, Room 1300 920-465-2224 email bursar@uwgb.edu website: www.uwgb.edu/bursar</p>
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- 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

Campus ID

Student Finances

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- 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.



- 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.

UW-Green Bay Account Summary

You owe **1,305.59**. For the breakdown, access [Charges Due](#)

- Due Now 1,305.59
- Future Due 0.00

** See the Bursar website for Summer due dates. **

Term	Outstanding Charges & Deposits	Pending Payments	Pending Financial Aid	Total Due
Summer 2011	1,305.59			1,305.59
Fall 2011			8,731.00	
Spring 2012			8,731.00	
Total	1,305.59		17,462.00	1,305.59

Currency used is US Dollar.

[Remittance Addresses](#)

[Financial Aid](#)

[Account Inquiry](#) [Electronic Payments](#)

[Account Summary](#) [Account Activity](#) [Charges Due](#) [Payment History](#) [Pending Financial Aid](#)

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:

Account Inquiry | Electronic Payments

account summary | account activity | charges due | payment history | pending financial aid

UW-Green Bay Account Activity

View by

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

Pay particular attention to these options, see information below.

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

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.*

The screenshot displays the SIS Student Billing interface. On the left is a navigation menu with options like 'Self Service', 'Campus Finances', 'Account Inquiry', 'Make a Payment', and 'SIS Guest Access'. The main content area shows the 'UW-Green Bay Charges Due' page. It includes a search bar, account inquiry and electronic payments tabs, and a summary table of charges. A 'View By' dropdown is set to 'All Terms'. Below that is a 'Details by Charge' table showing a 'Housing Rent' charge of 1,305.59 for the Summer 2011 term. At the bottom right, there are buttons for 'PRINTER FRIENDLY PAGE' and 'MAKE A PAYMENT'.

Menu

Search:

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

Account Inquiry

Account Inquiry | Electronic Payments

account summary | account activity | **charges due** | payment history | pending financial aid

UW-Green Bay Charges Due

FOR THE SUMMER TERM, ALL OF YOUR FEES ARE DUE ON THE DUE DATE OF YOUR FIRST SESSION. Contact Student Billing with questions 920-465-2224 or bursar@uwgb.edu.

Summary of Charges by Due Date		
Date	Due Amount	Running Total
05/31/2011	1,305.59	1,305.59

Currency used is US Dollar.

Details by Due Date

Currency used is US Dollar.

View By:

Details by Charge			
Charge	Due Date	Term	Amount
Housing Rent	05/31/2011	Summer 2011	1,305.59
Total due for this view			1,305.59
Total due			1,305.59

Currency used is US Dollar.

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.

The screenshot displays the SIS web interface. On the left is a 'Menu' sidebar with a search box and a tree view of navigation options. The main content area is titled 'Make a Payment' and includes a '1. Specify Payment Amount' section. A table titled 'What I Owe' shows a charge for 'Summer 2011' with an outstanding amount of 1,305.59. Below the table are 'CANCEL' and 'NEXT' buttons. At the bottom, there is a 'My Charges' section with a 'go to ...' dropdown menu.

Menu

Search:

- ▷ UWGB
- ▽ Self Service
 - ▷ Class Search / Browse Catalog
 - ▷ Academic Planning
 - ▷ Enrollment
- ▽ Campus Finances
 - Account Inquiry
 - **Make a Payment**
 - Accept/Decline Awards
 - View Financial Aid
 - View Student Permissions
- ▷ Campus Personal Information
- ▷ Academic Records
- ▷ Degree Progress/Graduation
- ▷ Transfer Credit
- Student Center
- ▷ SIS Guest Access

go to ...

Account Inquiry Electronic Payments

Make a Payment

1 2 3 4 5

1. Specify Payment Amount

Listed below are the current charges on your student account.

A 2.5% convenience fee will be added to your Credit Card payment. THERE IS NO FEE FOR eCheck TRANSACTIONS.

What I Owe			
Description	Term	Outstanding Charges	Payment Amount
	Summer 2011	1,305.59	<input type="text"/>

Currency used is US Dollar.

CANCEL NEXT

▷ My Charges

Account Inquiry Electronic Payments

go to ...

- Account Inquiry
- My Academics
- Student Center
- User Preferences
- go to ...