

# SIS Guest Access – Student Tutorial

**STUDENTS** can access the Student Information System (SIS) to:

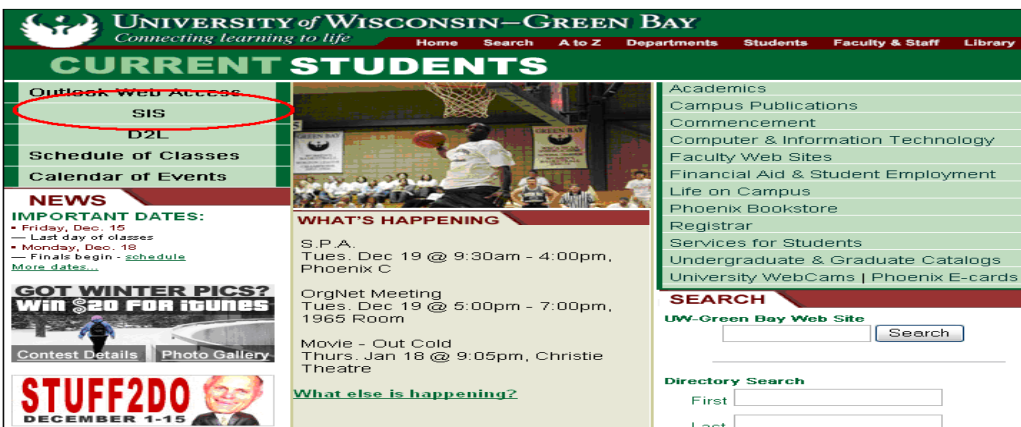
- View financial account information.
- Make payments.
- Authorize up to **5** SIS Guest Access accounts to their financial information.
  - Guests will only have access to student financial account information and the “Make a Payment” functionality. **No other student information will be viewable.** If you have questions regarding what Guests will have access to, see the SIS Guest Access Tutorial.
  - Once in the SIS, click on “SIS Guest Access” in the left-hand navigation area to begin the authorization process.
  - A confirmation email of the Guest Username and password 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.
  - SIS Guest access can be revoked and passwords can be reset by the student at any time.
  - If a Guest account is not accessed for 9 consecutive months, the student may need to reauthorize the account.

1. GO TO [WWW.UWGB.EDU](http://WWW.UWGB.EDU)

2. CLICK ON **CURRENT STUDENTS**



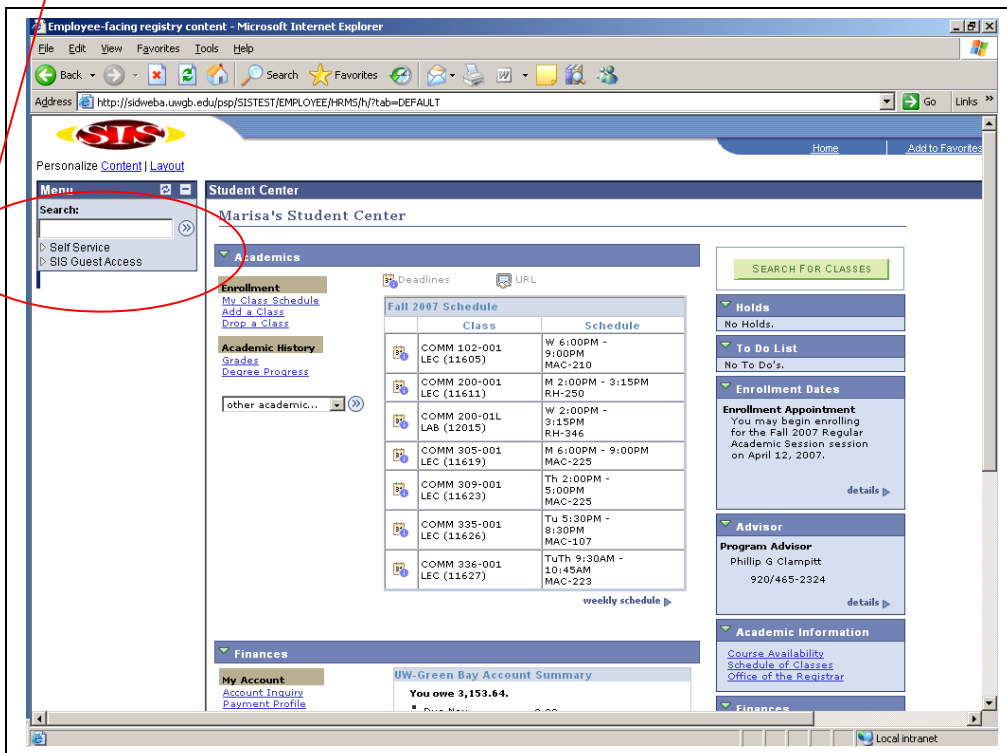
3. CLICK ON **SIS** (STUDENT INFORMATION SYSTEM)



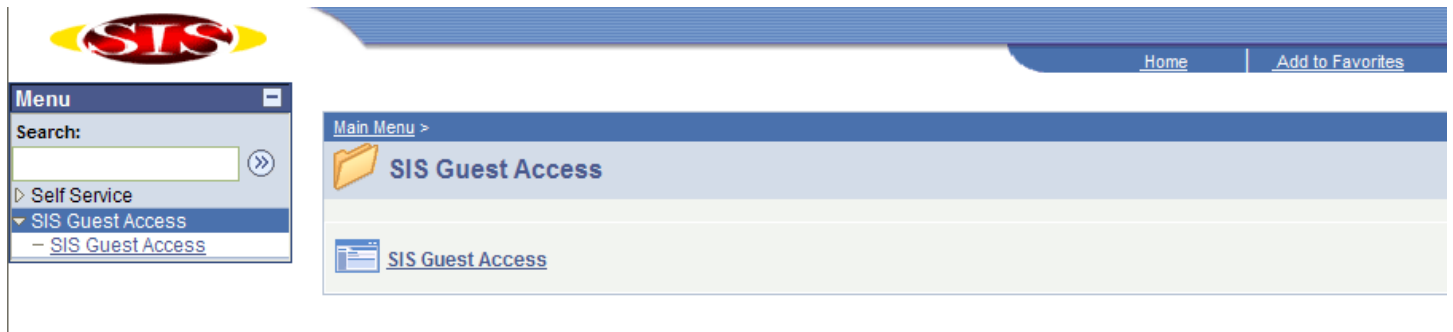
#### 4. LOG ONTO SIS



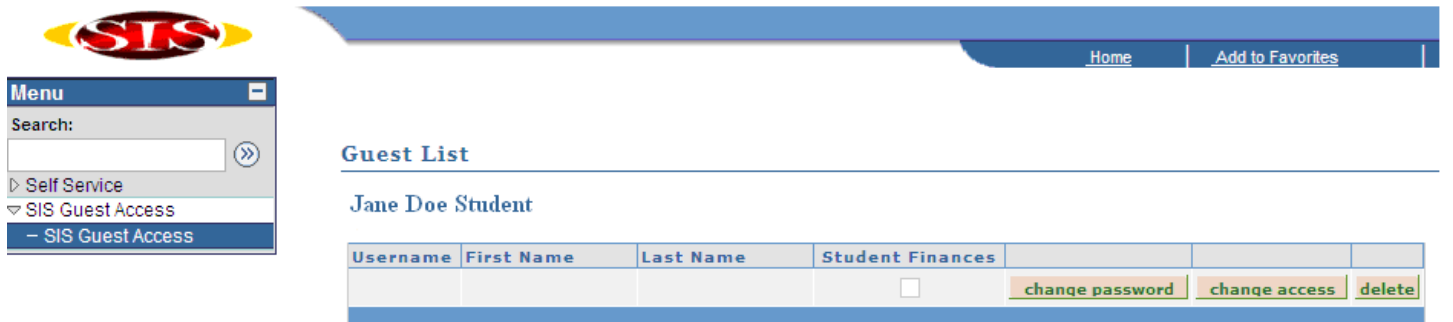
#### 5. CLICK ON SIS Guest Access



6. CLICK ON SIS Guest Access again



7. CLICK ON Add Guest



Username	First Name	Last Name	Student Finances			
			<input type="checkbox"/>	<a href="#">change password</a>	<a href="#">change access</a>	<a href="#">delete</a>



Once the Username and Password are assigned, confirming emails will be sent to your campus email address.

The "change access" function will not generate confirming emails.



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### Add Guest

Guest First Name

Guest Last Name

Guest Password  [Password Rules](#)

Confirm Guest Password

[Accept Terms and Conditions](#)

- \* Fill in your guests first and last name. Using the UWGB password standards, create a password. (Click on Password Rules for help.)
- \* Read and accept the Terms and Conditions and click OK.

You can add up to 5 Guest Access accounts.

You will receive a separate email with the User ID and Password for each account. It is the student's responsibility to share this information with their Guest.

## 8. Maintaining your guest accounts.



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### Guest List

#### Jane Doe Student

User ID	First Name	Last Name	Student Finances			
GB100001	Guest First Name	Guest Last Name	<input type="checkbox"/>	<input type="button" value="change password"/>	<input type="button" value="change access"/>	<input type="button" value="delete"/>

**change password:** If you or your guest forgets a password, use this button to create a new one.

**change access:** use this button to suspend or reinstate access for a guest. See the next page for details.

**delete:** use this box to permanently delete a guest.



**Menu** ☐

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## Change Guest Access

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Username GB100006

Student Finances

Check to grant or reauthorize access.  
Uncheck to suspend access.

save

cancel

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### NOTE:

You can temporarily suspend access to your SIS account for a particular Guest by clicking “Change Access” and un-checking the Student Finances box. The Guest retains their User ID and Password, no email will be sent to the student. If / when you wish to re-establish access recheck the Student Finances box.

**If a SIS Guest account is not accessed for 9 consecutive months, it may become inactivated.** You are able to reactive an account by clicking “Change Access” and re-checking the Student Finances box.

To see the information that your guest has access to, log in as your established Guest.