

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.

1. GO 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" in a script font 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 are "A to Z | Maps" and a search box 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, smiling, and the man is on the right, looking at her. In the bottom left corner of the banner, there is a smaller inset image showing 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 tabs: "Campus Events", "Inside", "Places of Interest", and "Spotlights".

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

UNIVERSITY of WISCONSIN GREEN BAY

Connecting learning to life

Current Students

A to Z | Maps search uwgb.edu

- Ask GB
- Cofrin Library
- D2L
- Online Directory
- GB Share
- Outlook Web Access
- Phoenix Recruitment Online
- Remote Lab
- Schedule of Classes
- SIS**
- Undergraduate Catalog

Join Phlash TV!

Important Dates

- June 7-14 - FOCUS Registration And Resources
- Friday, June 17 - Last Day Of Classes For Summer Session 1

What's Happening

Registration & Resources

Follow @uwgb

Read Watch & Listen

- Channel 20 - Phlash TV
- Fourth Estate Newspaper
- Good Times Programming
- Inside
- Sheepshead Review
- MEGAzine (UWGB Writers' Union)
- Videos

4. LOG ONTO SIS

UNIVERSITY of WISCONSIN GREEN BAY

www.uwgb.edu | search | departments

SIS

Username:

Password:

Sign In Help Password Reset

5. CLICK ON SIS Guest Access

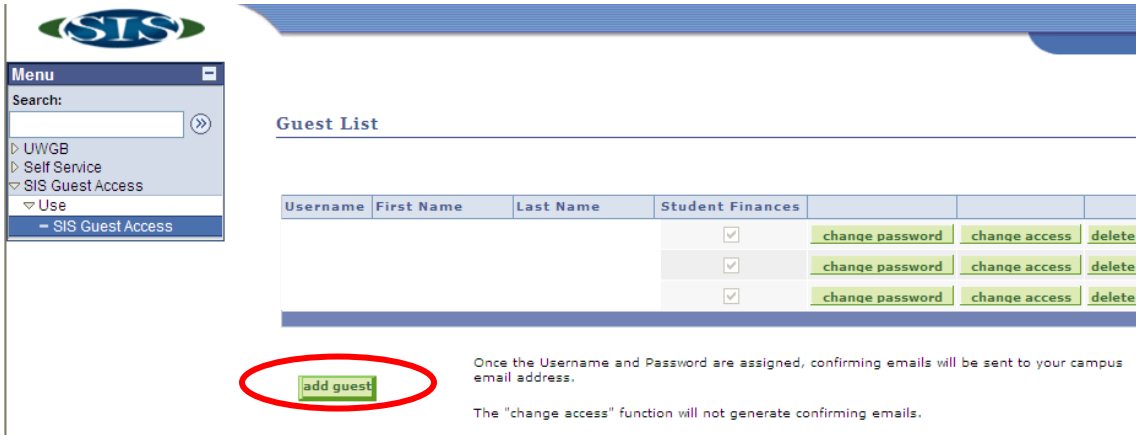
The screenshot shows the SIS Student Center interface for Jane Doe. On the left, a 'Menu' sidebar contains a search bar and a list of options: 'UWGB', 'Self Service', and 'SIS Guest Access'. A red arrow points to 'SIS Guest Access'. The main content area is titled 'Student Center' and 'Jane Doe's Student Center'. It features sections for 'Academics' and 'Finances'. The 'Academics' section includes a 'Fall 2011 Schedule' table with columns for 'Class' and 'Schedule'. The 'Finances' section includes 'My Account' and 'Financial Aid' links, along with a notification box stating 'You have no outstanding charges. Refunds are available on or after the 1st day of classes.'

Class	Schedule
COMM 322-001 LEC (9701)	Mo 5:15PM - 8:15PM MAC-217
HUM DEV 346-001 LEC (9910)	TuTh 12:30PM - 1:50PM WH-202
HUM DEV 483I-001 LEC (10524)	MoWe 12:45PM - 2:05PM MAC-204

6. CLICK ON SIS Guest Access again

The screenshot shows the SIS Student Center interface after clicking on 'SIS Guest Access'. The 'Menu' sidebar now shows 'SIS Guest Access' expanded, with 'Use' as a sub-option. The main content area displays a 'Main Menu >' section with a folder icon and the text 'SIS Guest Access'. A red arrow points to this folder icon.

7. CLICK ON Add Guest

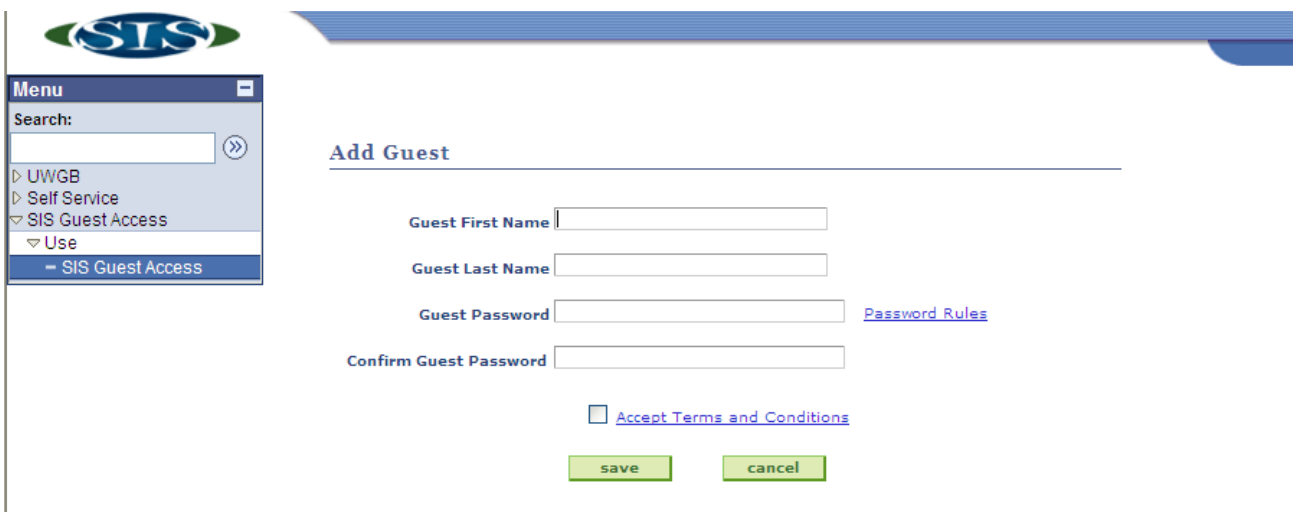


The screenshot shows the SIS interface with a menu on the left and a 'Guest List' table. The 'add guest' button is circled in red. Below the table, there are two lines of explanatory text.

add guest

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.



The screenshot shows the 'Add Guest' form with input fields for Guest First Name, Guest Last Name, Guest Password, and Confirm Guest Password. There is a checkbox for 'Accept Terms and Conditions' and 'save' and 'cancel' buttons.

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.

Guest List

Jane Doe Student

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

[add guest](#)

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.

Change Guest Access

Username GB100006

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

[save](#) [cancel](#)

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.

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