

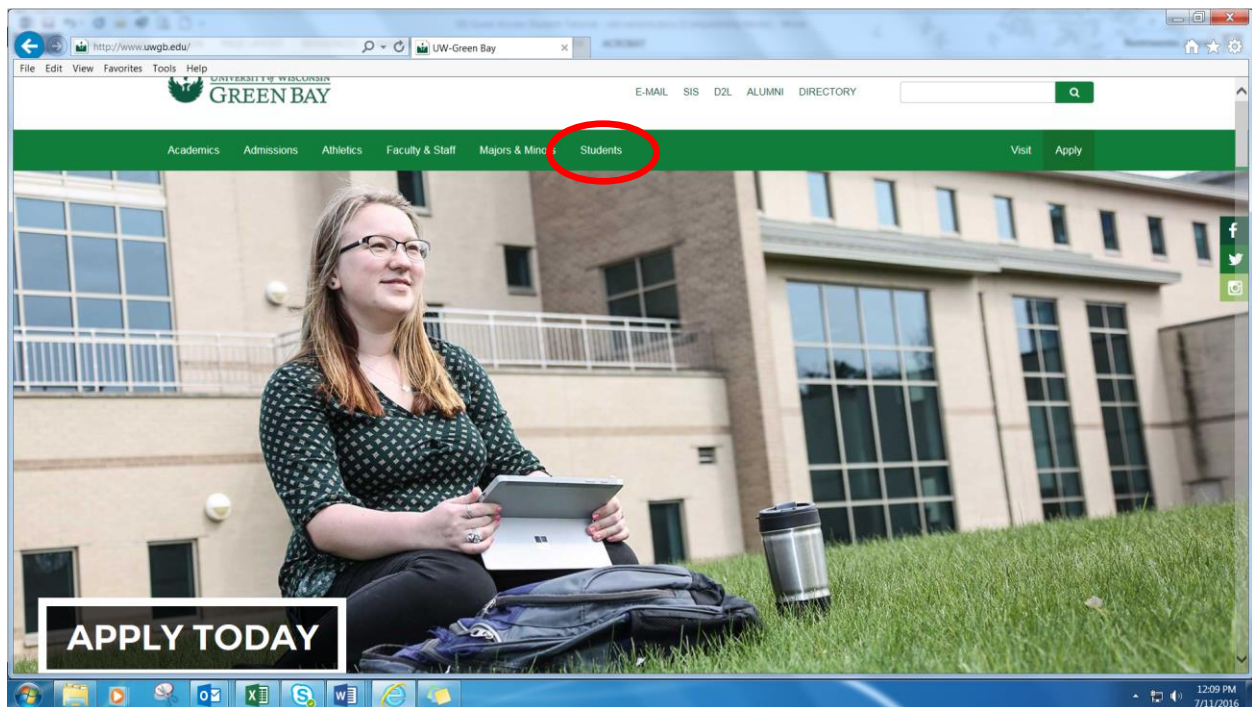
## SIS Guest Access – Student Tutorial

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

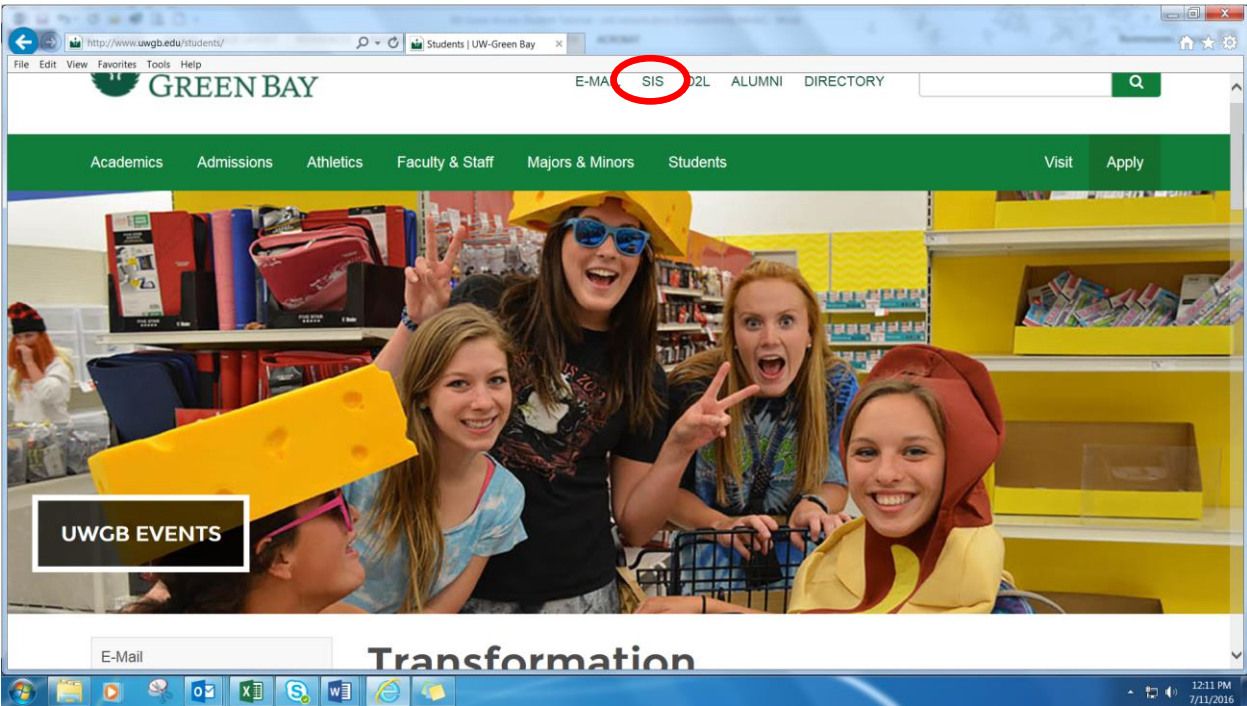
- View financial account information.
- Make payments.
- Setup parents and others as “Authorized Party” with our online payment vendor Nelnet Business Solutions (NBS). Authorized Party setup can be completed through the student’s SIS account.
  - Guests will only have access to student financial account 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 “Make a Payment” link located in the ‘Finance’ section on your Student Center home page
  - You will be directed to the web page of our online payment vendor “Nelnet Business Solutions”.
  - Click “Add an Authorized Party” on the Nelnet screen and follow the steps in completing the Authorized Party setup.
  - “Authorized Access” access can be revoked by the student at any time.

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

2. CLICK ON **STUDENTS**



3. CLICK ON SIS (STUDENT INFORMATION SYSTEM)



4. LOG INTO SIS



5. CLICK ON **“MAKE A PAYMENT”** LINK located in the ‘FINANCE’ section – this will bring you to the Nelnet Business Solutions Student Home page

**Finances**

**My Account**  
Account Inquiry **Make a Payment**

**Financial Aid**  
View Financial Aid  
Accept/Decline Awards

other financial... ▾ ⏪

**Account Summary**

You owe 1,270.00.

- Due Now 1,270.00
- Future Due 0.00

\*\* You have a past due balance of 1,270.00. \*\*

Currency used is US Dollar.

- FROM THE NELNET STUDENT HOME PAGE CLICK “**ADD AN AUTHORIZED PARTY**”

Want to allow a friend or family member to pay toward your balance?

**Add an Authorized Party**

Enter the First Name and Last Name of the person to be ‘Authorized’

- AUTHORIZED PARTY ACCESS “**INCLUDE THE DETAILS THAT MAKE UP MY BALANCE**”

Check this box if you would like the ‘Authorized’ party to have the ability to see details on the account balance – if box is *not* checked, the ‘Authorized’ party can only see the balance due

- AUTHORIZED PARTY AUTHENTICATION “**CREATE AN AUTHENTICATION QUESTION AND ANSWER**”

The authentication question will be emailed to the authorized party to setup their access to your account – Please be certain they know the answer to the authentication question

- AUTHORIZED PARTY AUTHENTICATION

Enter a current email address for the authorized party

- CLICK “**SAVE**”

An email will be sent to the authorized party (to authorized party email address you entered) with instructions to complete the setup for their Nelnet access

- ONCE THE ‘AUTHORIZED PARTY’ HAS COMPLETED THEIR NELNET ACCOUNT SETUP THEY WILL HAVE A WEBSITE LINK THAT THEY CAN USE TO VIEW THE STUDENT’S FINANCIAL ACCOUNT AND MAKE ONLINE ELECTRONIC PAYMENTS