

SiS – Granting UShare Guest Access

1. Navigate to the **Student Center** home page in SiS Self-Service.

John's Student Cent	ter at Lowell			
Academics			SEARCH FOR CLASSES	
<u>Search</u> <u>Plan</u> Enrollment	(j) You are not enrolled in classes.		✓ Holds	
My Academics		enrollment shopping cart 🕨	No Holds.	
Quick Links 💌 🛞			To Do List	
advisement report			No To Do's,	
▼ Financoa			▼ Enrollment Dates	
Account Summary Health Insurance Form	<u>Waivable Fees</u>	<u>make a payment</u> 🕨	Enrollment Appointment You may begin enrolling for the 2012 Spring Regular Academic Session session on November 7, 2011.	
Your 1098 Ts				
<u>1098T - (2010)</u> <u>1098T - (2009)</u> 1098T - (2008)			details 🕨	
Financial Aid			▼ Advisor	
<u>View Financial Aid</u> Accept/Decline Awards Report Other Financial Aid			Program Advisor John Duffy	
other financial 💌 (>>>			details 🔈	
0			🔽 UML Campus Links	
Personal Information			Campus Home Page UML ALERT - (Campus Emergency)	
Demographic Data	Contact Information		TuitionPay	
Emergency Contact Names User Preferences	<u>Permanent Address</u> 1 Univeristy Ave. Lowell, MA 01854	<u>Mailing Address</u> None		
other personal 👻 🛞	Permanent Phone 999/555-1234	<u>Student Campus Email</u> John_Doe@student.uml.edu		
Grapt Addl Access to Your Ac	d .			

2. Scroll to the bottom of the page and click the Grant Addl Access to Your Acct link. Grant Addl Access to Your Acct



3. You will be directed to the Additional Access page.

Additional User	Accounts		<u>Find</u> View All First	🚺 1 of 1 D Last
			Use these +/- Buttons to Add and Delete	Users 🕂 –
'First Name 'Their Email 'Password	Information about t	he person to whom you are granting ac	Cess 'Last Name 'User ID onfirm Pswd	
		~ ~		
	Access granted to	o all checked items	Grant Access to All Functions	
Created On	Academics	Class Schedules	Grades and Unofficial Transcripts	
Last Edit	Finances	Account Summary Health Insurance Form 1098T	□ Waivable Fees □ Make a Payment	
		View Financial Aid		
JMass adheres to the aducation records a By olicking SAVE, y ermove this access Note: By granting a Dnly YOU can gran	he <u>Family Educational 1</u> and may, using appropri you are granting permiss at any time. cocess on this page, you it or remove access to th Return to St	Rights and Privacy Act (FERPA). Students may ate procedures, challenge the content of these ion to disclose the selected information to the also grant access for an additional person to vi is information; academic or financial offices of udent Center	request a review of any information which is containe records. person using the e-mail address you have entered. Yo ew your advisors, holds, enrollment dates, and Checkli UMass cannot grant, change or remove this access.	d in their u may change or ists.

- 4. Enter the required information into the corresponding fields. You should enter the new users:
 - First Name
 - Last Name
 - Email Address
 - Password Create a unique password that must contain at least one number (0-9).
 - **Confirm Pswd** Retype the password
- Note: The User ID will create a default to the email username followed by "_UM"
- Note: Important Password Information:
 - You have full control of this password and can change it at any time.
 - Only YOU can change the password. Users and UML Help Center can not make changes.
 - You must contact your guest and provide them with the password.

litional User <i>I</i>	Accounts		<u>Find</u> View All	First 🚺 1 of 1 🔟 La
		Use these	+/- Buttons to Add and	Delete Users 🛛 🛨
	Information about the person to who	om you are granting access		
'First Name	Jane	'Last Name	Smith	
*First Name *Their Email	Jane Jane_Smith@uml.edu	'Last Name 'User ID	Smith Jane_Smith_UM	

5. To give access to all of your information simply click Grant Access to All Functions. If you wish to limit access, select individual checkboxes to grant access to only specific information.

Access granted t	o all checked items	Grant Access to All Functions
Academics	Class Schedules	Grades and Unofficial Transcripts
Finances	Account Summary	Waivable Fees
	🗌 1098T	🗌 Make a Payment
	View Financial Aid	

Note: In compliance with FERPA (Family Educational Rights and Privacy Act) requirements, only you control the areas of your record that guests are authorized to view. You may add or remove authorized areas at any time.

6. Click the Save button at the bottom of the page.



8. The guest you just granted access to will receive an automated email like the one below with their username. You must contact the guest to communicate their password.

UMass Lowell staff members are not able to see or reset passwords, only you have the ability to do this.

This email is to confirm that John Doe ha information as selected by John.	s granted you Student Center access. This will allow you to view variou	IS
Your User ID is: Jane_Smith_UM	Your password has been created by and known only to John Doe.	
If you have any questions regarding this	access you must contact John, who has granted this access to you.	E
To Login, visit our website at: <u>http://v</u>	<u>vww.uml.edu/ushare</u>	
*****	•	
DO NOT REPLY to this message.		
*******	•	
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- Note: Students may delete a guest account at anytime or change guest access.
- **18.** Congratulations! You have successfully created additional access to your information. **End of Procedure.**