

SiS – Reviewing Guest Access

- 1. Guests will be able to view information and pay bills with their own access. Each student maintains control of the guest's account, i.e. username, password and accessible screens.
- 2. You are currently viewing the student's account after having been granted access by the student.

University of Massachusetts		Home Add to Favorites
		New Window Help Customize Pag
Jane's Student Cent	er at Lowell	
* Academics	SEARC	H FOR CLASSES
My Academics	(i) You are not enrolled in classes. ▼ Holds	
	Immunization	n Hold
advisement report	Currency u	sed is US Dollar. details ▶
▼ Finances		
My Account Account Summary	Waivable Fees make a payment > To Do Lis	t
Health Insurance Form	Federal DL E	Itrance Counseling
<u>10987 - (2011)</u> 10987 - (2010)	Federal DL M	aster Prom Note
1098T - (2009)		details ⊳
	T Enrollme	ent Dates
	Open Enrollm	nent Dates
Personal Information	Contact Information	
User Preferences	Permanent Mailing Address Program Adv	visor
	Address 1 Main Street John Doe 1 Main Anywhere MA 99999 Jane Roe	
	Anywhere, MA 99999	details ⊳
	Essex Permanent Student Campus Email VML Cam Phone	npus Links
	978/999-9999 Jane_Doe@student.uml.edu Campus Hom UML ALERT -	<u>ie Page</u> (Campus Emergency)
	TuitionPay	

4.



5. The **Holds** section displays any "service indicators" that may be applied to the student (i.e., Immunization Hold, Advising Hold, etc.).



7. The **To Do List** displays items for which the University is awaiting responses.



9. The **Enrollment Dates** section lists upcoming dates for enrollment appointments.



11. The **User Preferences** link provides access to a page for you to change between institutions, if relevant. You can only view one institution at a time.

My Account Account Summary Health Insurance Form	<u>Waivable Fees</u>	make a payn
Your 1098 Ts		
<u>1098T - (2011)</u> <u>1098T - (2010)</u> <u>1098T - (2009)</u>		

- **13.** Depending on your access, the **Account Summary** link brings you to a page to view the account.
- 14. Click the "make a payment" link to access the **Payment** page.
- **15.** Congratulations! You have successfully viewed the guest access to the student's account. **End of Procedure.**