SiS – Granting UShare Guest Access

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

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

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

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.

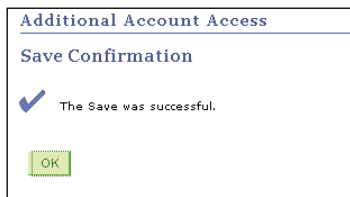**5.** To give access to all of your information simply click Grant Access to All Functions. If you wish to limit access, select individual checkboxes to grant access to only specific information.

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.

Save

7.

Additional Account Access

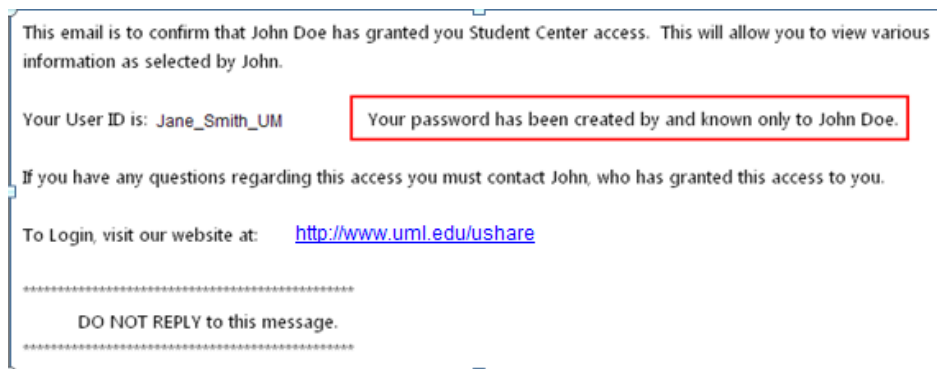Save Confirmation

✔ The Save was successful.

OK

Click in the **OK** field.

OK

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 has granted you Student Center access. This will allow you to view various information as selected by John.

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.

To Login, visit our website at: http://www.uml.edu/ushare

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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.