

## iSiS – Granting UShare Guest Access

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

John's Student Center at Lowell

**Academics**

[Search](#)  
[Plan](#)  
[Enrollment](#)  
[My Academics](#)

**You are not enrolled in classes.**

enrollment shopping cart ▶

Quick Links... ▶▶

[advisement report](#)

**Finances**

**My Account**      [Waivable Fees](#)      [make a payment](#) ▶

[Account Summary](#)  
[Health Insurance Form](#)

**Your 1098 Ts**

[1098T - \(2010\)](#)  
[1098T - \(2009\)](#)  
[1098T - \(2008\)](#)

**Financial Aid**

[View Financial Aid](#)  
[Accept/Decline Awards](#)  
[Report Other Financial Aid](#)

other financial... ▶▶

**Personal Information**

[Demographic Data](#)  
[Emergency Contact](#)  
[Names](#)  
[User Preferences](#)

other personal... ▶▶

**Contact Information**

<a href="#">Permanent Address</a>	<a href="#">Mailing Address</a>
1 Univeristy Ave. Lowell, MA 01854	None
<a href="#">Permanent Phone</a>	<a href="#">Student Campus Email</a>
999/555-1234	John_Doe@student.uml.edu

[Grant Addl Access to Your Acct](#)

SEARCH FOR CLASSES

**Holds**

No Holds.

**To Do List**

No To Do's.

**Enrollment Dates**

**Enrollment Appointment**  
You may begin enrolling for the 2012 Spring Regular Academic Session session on November 7, 2011.

details ▶

**Advisor**

**Program Advisor**  
John Duffy

details ▶

**UML Campus Links**

[Campus Home Page](#)  
[UML ALERT - \(Campus Emergency\)](#)  
[TuitionPay](#)

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

[Grant Addl Access to Your Acct](#)

**Personal Information**

[Demographic Data](#)  
[Emergency Contact](#)  
[Names](#)  
[User Preferences](#)

other personal... ▶▶

**Contact Information**

<a href="#">Permanent Address</a>	<a href="#">Mailing Address</a>
1 Univeristy Ave. Lowell, MA 01854	None
<a href="#">Permanent Phone</a>	<a href="#">Student Campus Email</a>
999/555-1234	John_Doe@student.uml.edu

[Grant Addl Access to Your Acct](#)

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

Additional User Accounts Find | View All First 1 of 1 Last

Use these +/- Buttons to Add and Delete Users + -

Information about the person to whom you are granting access

'First Name  'Last Name   
 'Their Email  'User ID   
 'Password  Confirm Pswd

Access granted to all checked items Grant Access to All Functions

Created On

Last Edit

Academics  Class Schedules  Grades and Unofficial Transcripts  
 Advising Report  Enrollment Verification

Finances  Account Summary  Waivable Fees  
 Health Insurance Form  Make a Payment  
 1098T  View Financial Aid

UMass adheres to the [Family Educational Rights and Privacy Act \(FERPA\)](#). Students may request a review of any information which is contained in their education records and may, using appropriate procedures, challenge the content of these records.

By clicking SAVE, you are granting permission to disclose the selected information to the person using the e-mail address you have entered. You may change or remove this access at any time.

Note: By granting access on this page, you also grant access for an additional person to view your advisors, holds, enrollment dates, and Checklists.

Only YOU can grant or remove access to this information; academic or financial offices of UMass cannot grant, change or remove this access.

Save Return to Student Center

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.

Additional User Accounts Find | View All First 1 of 1 Last

Use these +/- Buttons to Add and Delete Users + -

Information about the person to whom you are granting access

'First Name  'Last Name   
 'Their Email  'User ID   
 'Password  Confirm Pswd

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 to all checked items Grant Access to All Functions

Academics  Class Schedules  Grades and Unofficial Transcripts  
 Advising Report  Enrollment Verification

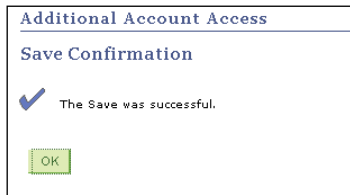
Finances  Account Summary  Waivable Fees  
 Health Insurance Form  Make a Payment  
 1098T  View Financial Aid

**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.

**Save**

- 7.

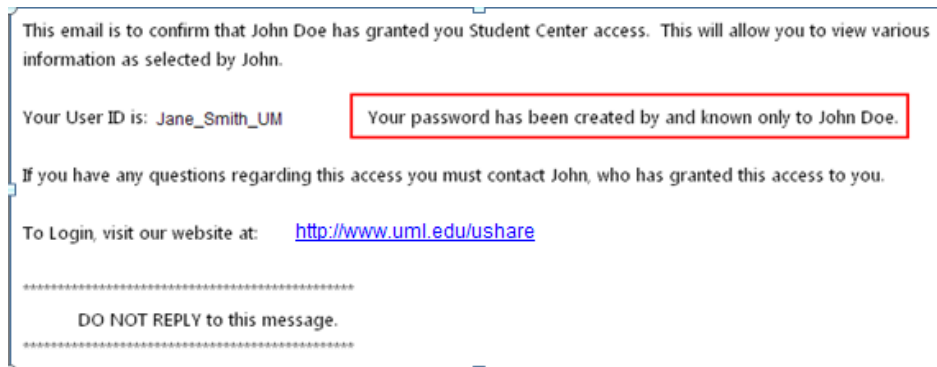


Click in the **OK** field.

**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.



**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.**