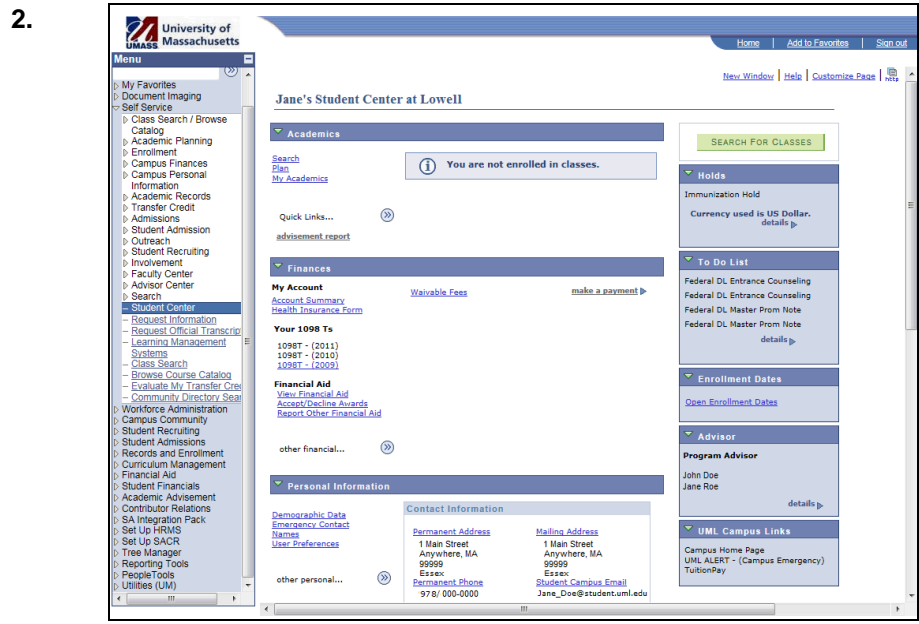


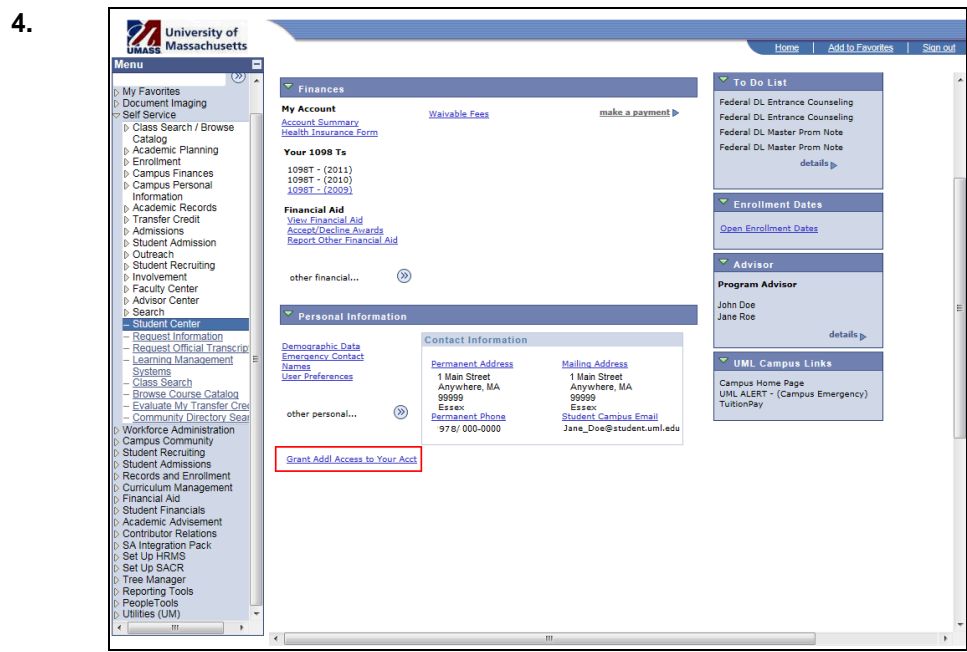
# iSiS – Granting Guest Access

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



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

[Grant Addl Access to Your Acct](#)



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

6.

7. Enter the required information into the corresponding fields. You should enter the new users:

- **First Name**
- **Last Name**
- **Email Address**

8. Click in the **Login ID** field.

**Note:** The **Login ID** will default to the email username. You can change this value, but only to a **Unique Value**, otherwise an error will occur.

9. Create a unique password that must contain at least a single digit.

**Note:** You have full control of this password and can change it at any time.

10. Enter the desired information into the **Password** field.

11. Retype the password into the **Confirm Pswd** field.

12. To give access to all of your information simply click

**Grant Access to All Functions**

**Note:** If you wish to limit access, select individual checkboxes to grant access to only specific information.

13.

University of Massachusetts  
Home | Add to Favorites | Sign out

Additional Access

Your ID 99999999 Doe, Jane Stnt ID 99999999

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

Use these +/- Buttons to Add and Delete Users

Information about the person you are granting access.

\*First Name David \*Last Name Doe  
\*Their Email ddoe@gmail.com \*Login ID ddoe@gmail.com  
\*Password \*\*\*\*\* Confirm Pwd \*\*\*\*\*

Access granted to all checked items Grant Access to All Functions

Created On

Academics  Class & Exam Schedules  Course Hist, Grades, Transcript Unofficial  
 Advising Report  Enrollment Verification

Last Edit

Finances  Account Summary  Waivable Fees  
 Health Insurance Form  Invoices  
 Your 1098 Ts  Make a Payment  
 View Financial Aid

Only you can control the access that is being given here. That includes the password which you must communicate in a secure manner. This is message 20000, 47 in the message catalog. It will be changed after the campuses agree to the content. - TC

Save Return to Student Center

14. Click in the **Save** field.

**Save**

15.

University of Massachusetts  
Home | Add to Favorites | Sign out

Additional Access

Your ID 99999999 Doe, Jane Stnt ID 99999999

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

Use these +/- Buttons to Add and Delete Users

Information about the person you are granting access.

\*First Name David \*Last Name Doe  
\*Their Email ddoe@gmail.com \*Login ID ddoe@gmail.com  
\*Password \*\*\*\*\* Confirm Pwd \*\*\*\*\*

Access granted to all checked items Grant Access to All Functions

Created On 10/13/2011

Last Edit 10/13/2011

Finances  Account Summary  Waivable Fees  
 Health Insurance Form  Invoices  
 Your 1098 Ts  Make a Payment  
 View Financial Aid

Only you can control the access that is being given here. That includes the password which you must communicate in a secure manner. This is message 20000, 47 in the message catalog. It will be changed after the campuses agree to the content. - TC

Save Return to Student Center

Message

You have successfully built the access to your student account for David Doe

Only you have control of the password and must communicate it in a secure manner.

OK

16. Click in the **OK** field.

**OK**

**Note:** The guest you just granted access to will receive an automated email with their username. You must contact the guest to communicate their password. Students may delete a guest account at anytime or change guest access. UMass Lowell staff members are not able to see or reset passwords, only students have the ability to do this.

17. Congratulations! You have successfully created additional access to your information.  
**End of Procedure.**