

## 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

UMASS Massachusetts				Home Add to Favor
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Admissions	Report Other Financial Aid			
b Outreach				
Student Recruiting				Advisor
▷ Involvement	other financial			
Faculty Center	Ŭ			Program Advisor
Advisor Center				John Doo
Search	Personal Information			Jane Roe
<ul> <li>Student Center</li> </ul>	Fersonal Information			Salle Roe
<ul> <li>Request Information</li> </ul>		Contact Information		details 🔈
<ul> <li>Request Official Transcrip</li> </ul>	Demographic Data			
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Records and Enrollment	·	•		
Curriculum Management				
Financial Aid				
Student Financials				
Academic Advisement				
Contributor Relations				
SA Integration Pack				
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5. You will be directed to the Additional Access page.

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- 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.

6.

**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.

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14. Click in the Save field.

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16. Click in the OK field.

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- **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.