

# Create Guest Access to Your Student Center

1. Go to "Self-Service" in the "Main Menu" and select "Guest Users."
2. Click the "Add a Guest User" button.
3. "Accept" or "Decline" the "Guest User Terms and Conditions" by clicking one of the buttons. This is a release and allows the guest to login into your account and see the specified information. Your guests will receive their own username and password to your account.
4. If you clicked "Accept," enter the name and email address on the next screen of the person to whom you want to give access.
5. Check the boxes for some or all of the categories listed. This gives permission for the below categories to be accessible by your guest.
6. Click "Save." The guest will be notified via email about their access.
7. A guest user should now appear. You may click "Add a Guest User" to add another. You can also create Guest Access from the mobile WINGS app.
8. **NOTES:**
  - a. Access remains in place until revoked. It does not expire. Be sure to share your information only with appropriate people.
  - b. This permission includes access to see your bill through the WINGS Student Center but it is **not the same** as the access to see and pay the bill on the CashNet site, which UWL uses to collect electronic payments. A separate permission is needed for the guest to pay through that site. See the "Guest Access to See/Pay Bill" section.

UNIVERSITY of WISCONSIN  
LA CROSSE

Menu  
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- Self-Service
  - Academic Planning
  - Enrollment
  - Campus Finances
  - Campus Personal Information
  - Academic Records
  - Degree Progress/Graduation
  - Student Center
  - Guest Users**
- PeopleTools
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Stryker Eagle  
Guest Access

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You do not currently have guest users.

**2.** ADD A GUEST USER

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Guest Access

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Guest User ID: 915291981\_001

**3.** \* Name: Mother Eagle **4.**

\* Email Address: meagle@gmail.com

**5.** Access Permissions (Select all that apply)

- Update Contact Information
- Update Emergency Contacts
- View Account Activity
- View Advisor Information
- View Class Schedule
- View Contact Information
- View Financial Aid
- View Grades
- View Graduation Status
- View Holds
- View Planner
- View Shopping Cart
- View To Dos
- View/Pay What I Owe

**6.** SAVE CANCEL

\* Required Value

Stryker Eagle  
Guest Access

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Guest Users

915291981_001	Mother Eagle
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**7.** ADD A GUEST USER