MSU GUEST

Instructions for Setting Up Guest Access

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Guest: Instructions for Setting Up Guest Access

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When a student grants access to their school data in the new MSU Student Information System, an email will be sent to the guest with instructions for setting up a guest account.

**Part 1: Register for Guest Account**

1. In the email from sis@msu.edu, click the tech.msu.edu/msu-guest-account link and follow the instructions for creating your guest account.

   ![Email Example](image)

**Part 2: Initial Login to MSUs Student Information System**

Once you have successfully created your Guest Account, you can login to the new MSU Student Information System (SIS) at student.msu.edu. When logging in for the first time, you will be presented with Guest Terms and Conditions. You must accept the terms and conditions to login to the system.
1. Select the appropriate check box and then click **Submit**.

2. Click **Sign Out**, then re-enter your email, password and two-factor credentials to log back into the system. Upon the first login, you will see the Welcome page.
3. Review the Welcome message, then click **Next**.
Preferences

4. **Accessibility Layout** will default to “Accessibility mode off.” Use the drop-down menu if you wish to change to “Accessibility mode on.”

5. Click **Next**.

Additional Information

6. Review the Additional Information and click **Finish**.
Part 3: Getting started with Guest Access

When logging into the Student Information System you will be presented with the Guests homepage.

Until June 2021, the only access guests will have at student.msu.edu is the Financial Aid portal.

1. Click the Financial Aid tile.
The Financial Aid Portal contains information for the 2021/2022 aid year and beyond. All prior aid year information can still be accessed in StuInfo.

2. Click Financial Aid Portal.
If you have been granted access to multiple students, they will all appear here.

3. Click the student you wish to view under **Open Financial Aid Portal**

![Accept Electronic Consent](image)

The first time you access the Financial Aid Portal, you will have to accept the Consent to Conduct Business Electronically.

4. Click **Accept & Continue**
You are now on the homepage for the Financial Aid portal.

Important Notes:

- If the email address used to create your new guest account is the same as the one used to create your guest account in StuInfo, the password you entered in this setup process will now work in both systems.
- In order to have guest access to your student’s Financial Aid portal, the student needs to add your email address in both the Student Information System AND in the Financial Aid portal. If they do not do the second step – you will get the error below and will need to contact the student to grant access for Financial Aid.
We could not log you in using your institution authorization. If you think this is an error, please contact your financial aid office.

Guest User [blank] has no students that granted access in Student Portal. Please ensure the student has added guest access in the profile section of Student Portal.

RETURN TO STUDENT PORTAL