



MSU GUEST

Instructions for Setting Up Guest Access

08/16/2024





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Guest: Instructions for Setting Up Guest Access

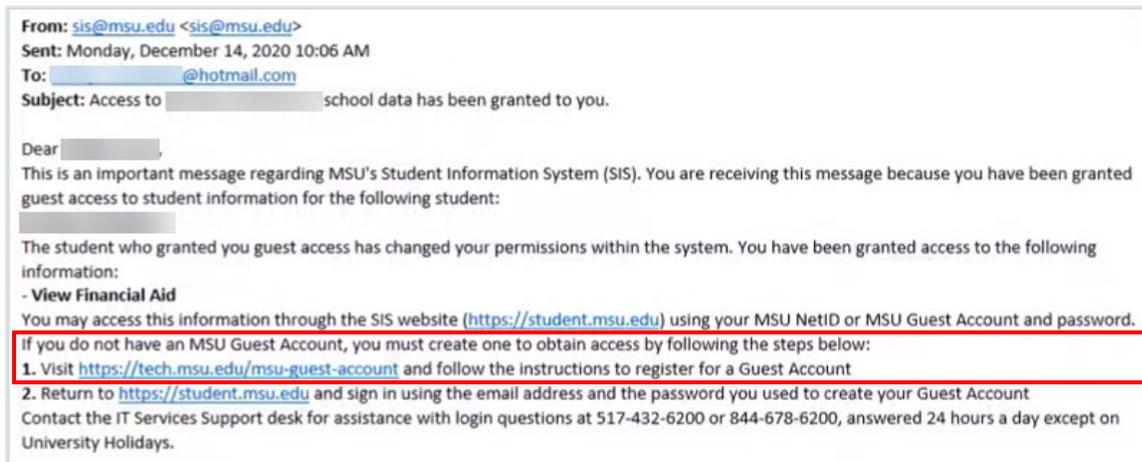
Background: Before a guest can access the Student Information System (SIS) to pay a bill, connect to financial aid, or see academic progress, their student needs to grant them **guest access**. Directions for a student to grant guest access are found in the [Student – Share My Info Electronically](#) and [Student – Share My Info by Phone](#) resources. A video is also available on the [Guest/Parent Access for MSU's Student Information System](#) webpage and it walks a student through granting guest access.

Before You Start:

1. Follow every step closely or you may not have access when you attempt to log in.
2. Coordinate with your student and ensure they enter the correct email address for guest access.
3. If the guest email address used was added as an alternate email to a student account previously, a duplicate guest account will be recreated and cause log in issues.
4. If you have more than one student at MSU, be sure to use the same email address for all guest accounts to view multiple student accounts.
5. When a student grants access to their data in SIS (electronically or by phone), an email will be sent to the guest with instructions for setting up a guest account. You will need the email to set up your guest access.

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.





Part 2: Initial Login to MSU Student Information System

Once you have successfully created your Guest Account, you can login to 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 option (Yes) and then click **Submit**.

Guest Terms and Conditions

Michelle

Student Bradley

Terms and conditions for accessing somebody else's data

Terms and Conditions

In compliance with the Family Educational Rights and Privacy Act of 1974 (as amended), and MSU's Guidelines Governing the Release of Student Records, by accepting this "Guest Access" to the records of your student, you understand that you are a designated third party. This designation carries with it the responsibility that you not re-disclose this information to any other individual or group without the student's written consent.

The following terminology applies to these Terms and Conditions: "Student" refers to the person who granted you access. "Guest" refers to you, the person authorized to view or update the Student's data on his or her behalf.

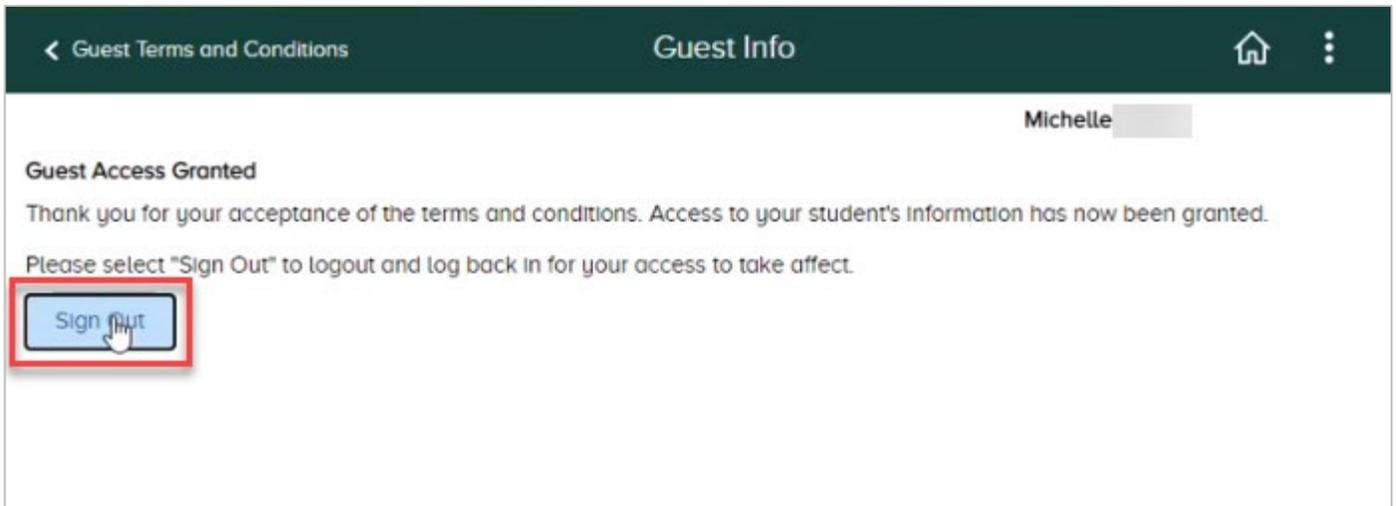
Agreement:

All guests are required to sign this agreement for each of the students that granted them access to their data confirming their understanding and acceptance of this policy. You sign the agreement by accepting the terms and conditions, entering your Security Key and your email address.

I accept the terms and conditions No

I decline the terms and conditions No

Submit



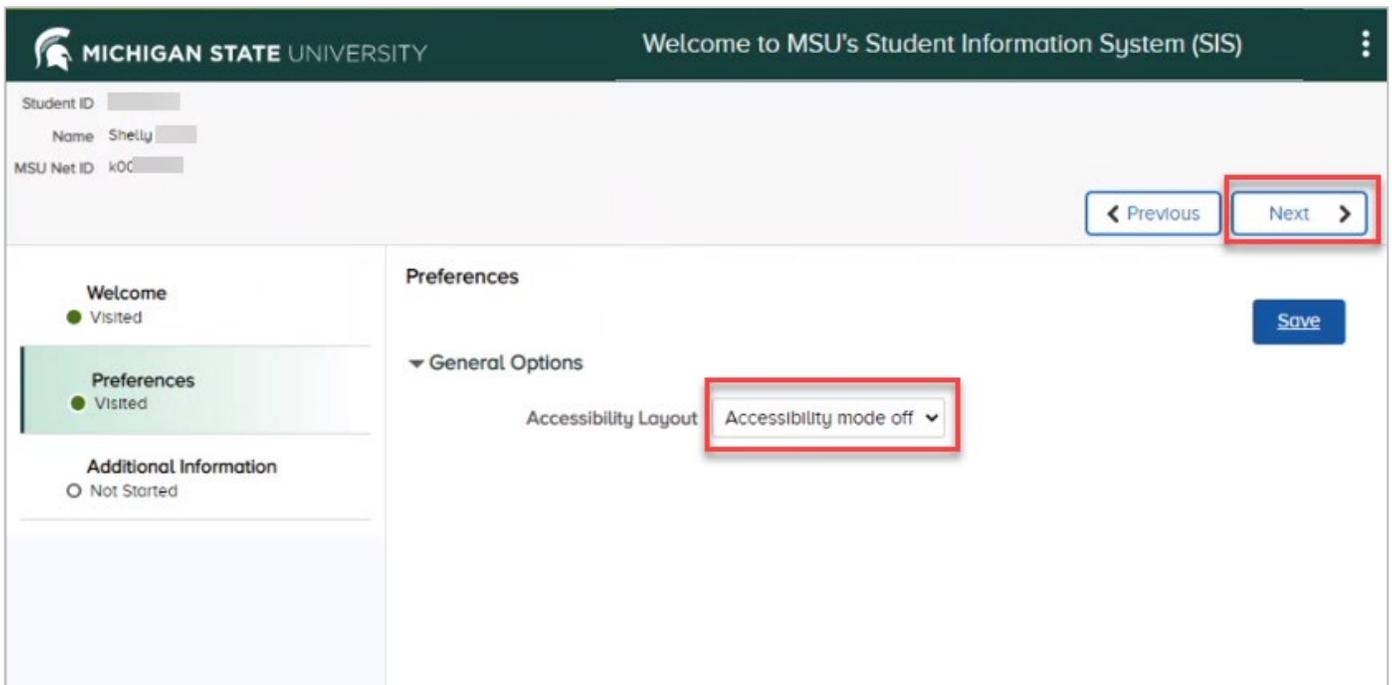
2. Click **Sign Out**, then re-enter your email, password and two-factor credentials to log back into SIS. Upon the first login, you will see the Welcome page.
3. Review the Welcome message, then click **Next**.

Preferences

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

Turning accessibility mode on will ensure SIS is optimized for users utilizing a screen reader device.

5. Click **Next**.





Additional Information

6. Review the Additional Information and click **Finish**.

Student ID 181116278
Name Shelly Jones
MSU Net ID k0000334

← Previous

Welcome
● Visited

Preferences
● Visited

Additional Information
● Visited

Additional Information

To revisit accessibility preferences in the future, click on the Actions List (3 dot) icon in the page header and select "My Preferences," or click on "Accessibility Settings" in the footer of this page. Please note that you will need to sign out and sign back in to fully enable accessibility settings.

To access more resources and information, visit the "Resources" tile on your self-service homepage. This will be continually updated to provide helpful information as you become more familiar with the system. Click "Finish" below to access your dashboard.

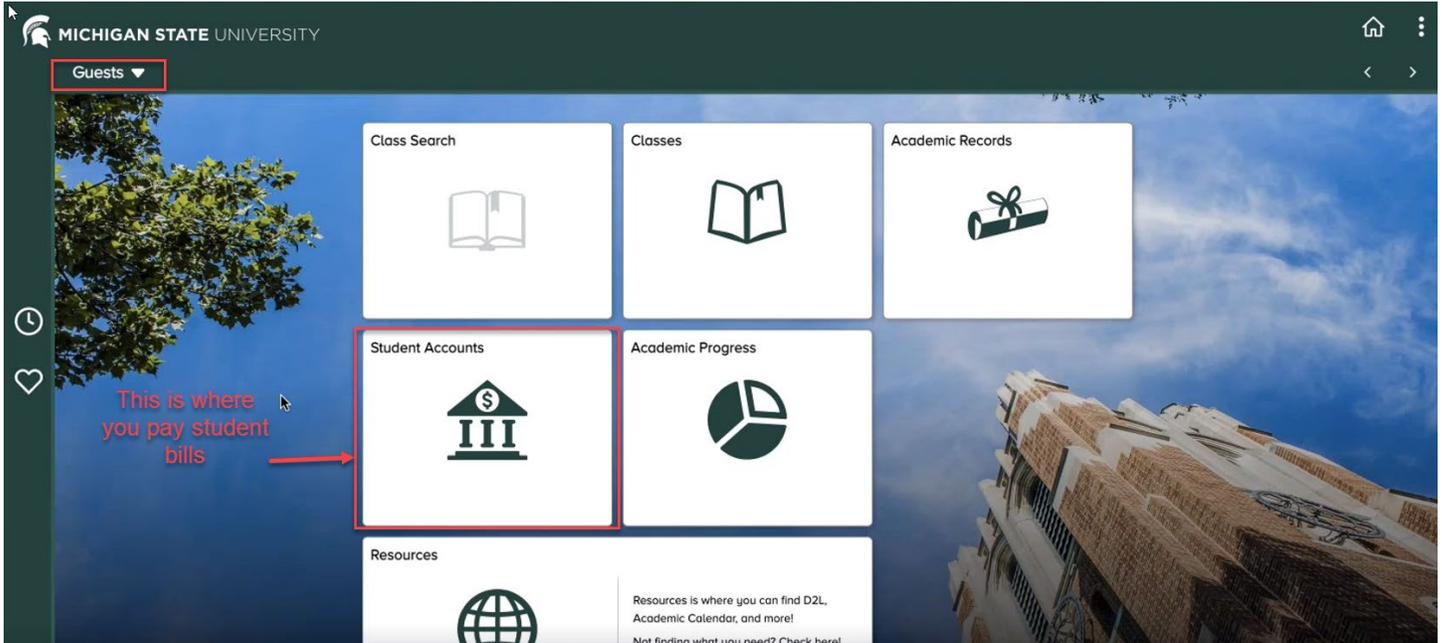
Finish



Part 3: Getting started with Guest Access

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

- Homepage displays vary depending on what students have authorized, so your screen may not match what is displayed below.



Overview

1. **Class Search** and **Resources** tiles are available for all guests. Your student can grant you access to one or more of the following tiles. If you do not see one of these tiles on your home page, your student has not authorized your access to it.
 - a. **Academic Progress** – See how your student is progressing toward their degree and view expected graduation term.
 - b. **Academic Records** – View end of semester grades, unofficial transcripts, full course history and more.
 - c. **Classes** – View your student’s class and exam schedules, academic calendar and enrollment dates.
 - i. **Guests with multiple students** can choose what student records they’d like to view as well as which semester via the dropdown from the “View My Classes” page.
 - d. **Financial Aid** – Access to the Financial Aid Portal.
 - e. **Student Accounts** – Access to the Payment Portal to view bills, make payments, sign up for payment plans and direct deposit and view tax forms.
 - i. **Guests with multiple students** can switch between students by clicking on the “View a different student” link after accessing the Payment Portal.



Helpful Tips

- If you do not see specific tiles upon logging into SIS after accepting the terms and conditions, your student may not have granted you guest access to those titles.
 - Please confer with your student and ensure they granted you guest access to those tiles; guest access may need to be granted or updated to include the expected information upon logging in.
- Student bills are paid via the Student Accounts tile. For additional information on student billing, visit the [Student Accounts](#) website.

Financial Aid Portal

Some additional steps are required to set up your access in the **Financial Aid Portal**. View the financial aid [FAQ for additional guidance](#).

1. Click the **Financial Aid** tile from the guest homepage and select **Financial Aid Portal**.

The screenshot shows the 'Financial Aid - Guest' page. The header includes a back arrow, 'Guests', 'Financial Aid - Guest', a home icon, and a menu icon. The left sidebar has an 'Upgrade Notice' and a 'Financial Aid Portal' tile with a red border. The main content area has a title 'Financial Aid' and text: 'Over the course of this academic year, additional activities and academic tools will be found in the Student Information System. Functionality will be phased over time, so you may need to use existing systems to complete some activities.' Below this are two sections: 'To view and manage financial aid for Fall 2021 and Spring 2022:' with the instruction 'Access Financial Aid using the link on the left.' and 'To view and manage financial aid for prior terms:' with the instruction 'Use StuInfo'. On the right, there are two boxes: 'Not finding what you're looking for?' with a 'LEARN MORE' button and 'Need Help?' with instructions to use the Actions List or visit sis.msu.edu/sishelp.html.



If you have been granted access to multiple students, they will all appear here.

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

The screenshot shows the 'Financial Aid - Guest' interface. On the left, there is a sidebar with a 'Financial Aid Portal' button. The main area contains a table with one row for a student named Bradley. The 'Open Financial Aid Portal' button in the table is highlighted with a red box.

ID	Name	Open Financial Aid Portal
1	Bradley	Bradley



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

3. Click **Accept & Continue**.

MICHIGAN STATE UNIVERSITY HOME DOCUMENTS NOTIFICATIONS FINANCIAL MESSAGES WELCOME BRAD

Accept Electronic Consent

Consent to Conduct Business Electronically

Financial Aid eConsent allows you to access your financial aid data in MSU web applications, to accept or decline loans and to do other financial aid business online. You have the right to receive your financial aid award notice (a list of the aid which you have been offered) and your loan promissory note(s) in printed format. However, with your eConsent, your financial aid can be processed faster than if you have to wait for mail from our office.

You must read and agree to the following information and conditions in order to complete the financial aid eConsent process. You can change your eConsent status at any time.

If you consent to do business electronically with the Office of Financial Aid (OFA), you will:

- Receive notice of your awards and changes in your awards by email and web
- Be able to accept, decline, or reduce your loan amounts online
- Complete your loan promissory notes online
- Receive requests for additional information through email

Please click one of the buttons below:

- **Accept Consent**
By clicking this button you acknowledge that you have read and agree to the information and conditions above, and that you consent to do business with the Office of Financial Aid electronically. You may revoke your consent at any time.
- **Deny Consent**
By clicking this button you acknowledge that you have read and understand the information and conditions above and you choose to receive paper award notices and loan promissory notes. You may change your eConsent at any time.

DENY & LOGOUT ACCEPT & CONTINUE



You are now on the homepage for the Financial Aid portal.

MICHIGAN STATE UNIVERSITY HOME DOCUMENTS NOTIFICATIONS FINANCIAL MESSAGES WELCOME BRAD

1 BECOME FINANCIAL AID ELIGIBLE

Complete 2021-2022 FAFSA	Pending
Submit all Required Documentation	Not Required

2 REVIEW/ACCEPT YOUR FINANCIAL AID AWARDS

There are no pending awards that require review.

3 RECEIVE YOUR FUNDS

There are no pending actions required to receive your funding

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Helpful Tips

- If the email address used to create your new guest account is the same as the one used to create your guest account in Stulnfo, 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.

Single Sign On

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 [redacted] 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