



MSU GUEST

Instructions for Setting Up Guest Access

08/18/2023





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Guest: Instructions for Setting Up Guest Access

Background: Before a guest can get access to 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 in [Student – Share My Info Electronically](#) or [Student – Share My Info by Phone](#). There is also a video at the **bottom** of the [Guest Access Page](#) that will walk a student through granting guest access.

Pro Tip:

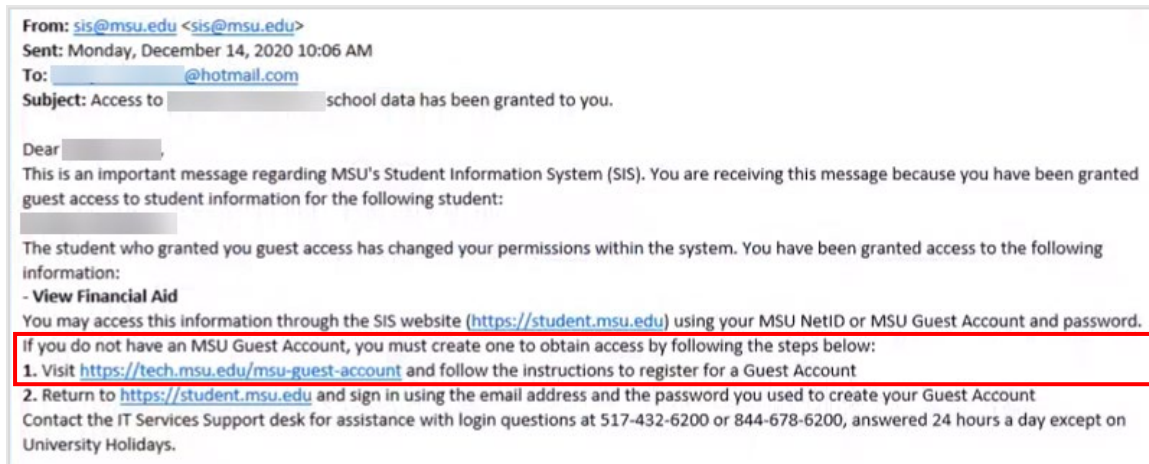
1. Follow every step exactly or you may not have the correct access when you log in.
2. Coordinate with your student and ensure they enter the correct email address for guest access.
3. If the guest email address was added as an alternate email to any student's account previously, a duplicate guest account will be recreated and cause log in issues. If you have more than one student at MSU, be sure to use the same email address for all guest accounts in order to view multiple student accounts.

When a student grants access to their school data in the 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 Brodley

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.

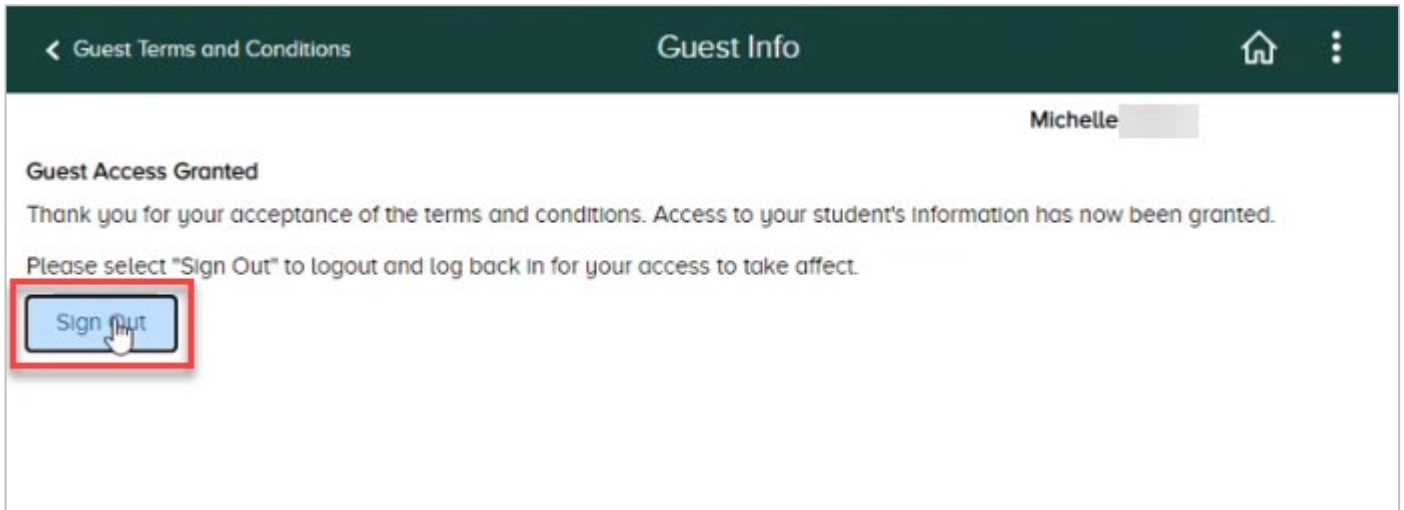
I accept the terms and conditions No

I decline the terms and conditions No

Submit

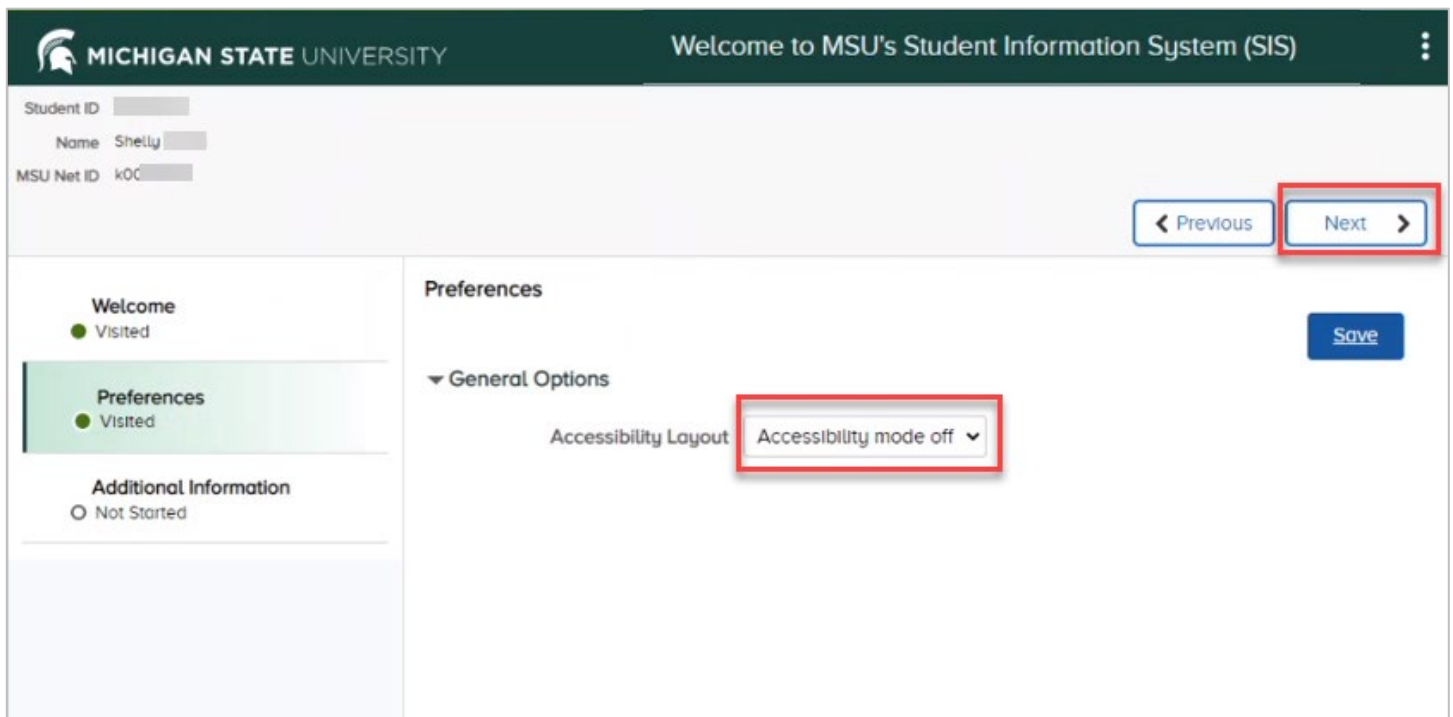


2. Click **Sign Out**, then re-enter your email, password and two-factor credentials to log back into SIS. Upon the first login, you will see the Welcome page.



3. Log back in.
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

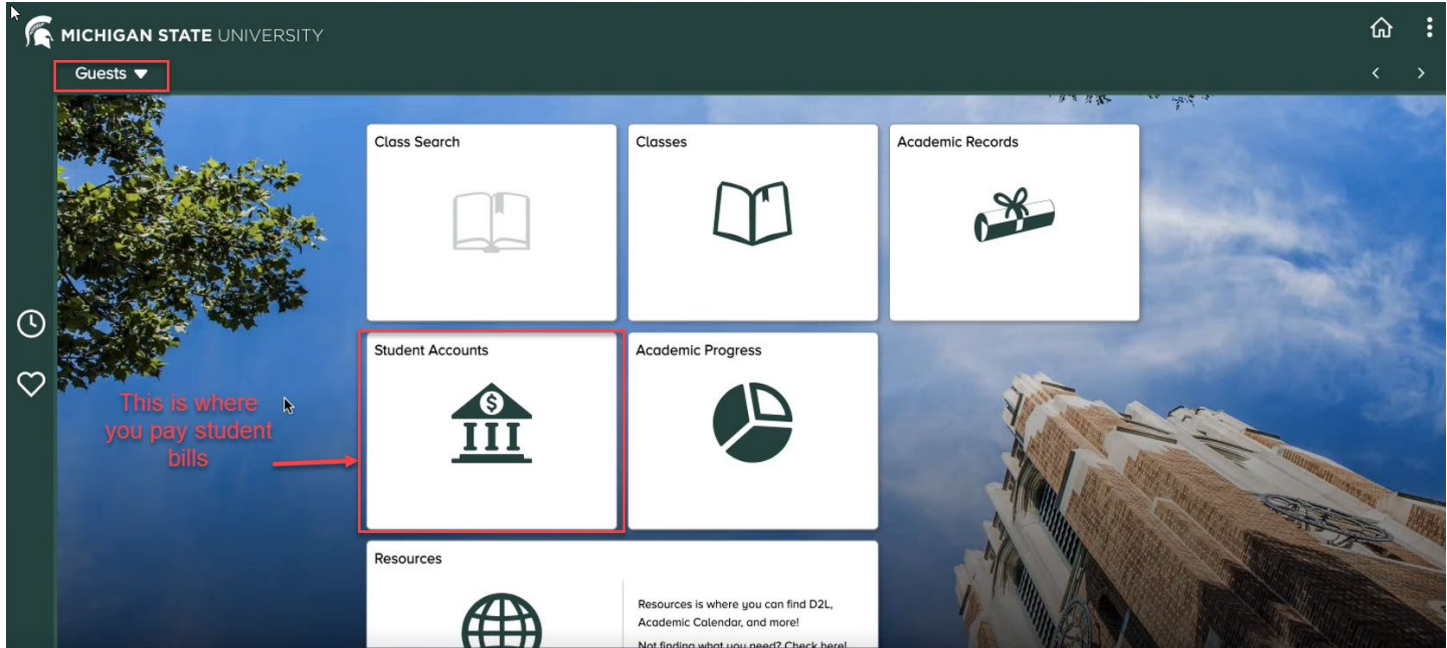
To revisit accessibility preferences in the future, click on the Actions List (3 dot) icon in the page header and select "My Preferences," or click on "Accessibility Settings" in the footer of this page. Please note that you will need to sign out and sign back in to fully enable accessibility settings.

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 SIS you will be presented with the Guests homepage.

- Once the guest receives guest access and logs in, they should see a “tile” for every module to which they have access: “Classes”, “Class Search”, “Academic Records”, “Student Accounts”, “Academic Progress”, “Financial Aid”, etc.
- Your screen will look similar to this, but not exactly.

Pro Tip: If you don’t see the 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 items. Guest access may need to be granted or updated to include the information you expect to see upon logging in.

Pro Tip: Student Accounts is the **tile** you need to pay the student’s bill. To learn more about navigating in SIS, use the [Navigation Guide](#). This [Student Accounts](#) site is another helpful page.

Class Search and Resources 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 for it.

- [Student Accounts](#) – Access to the Payment Portal to view bills, make payments, sign up for payment plans and direct deposit and view tax forms.
 - Under “Student Accounts” there are two milestones to billing.



- First, all the charges start to show up on your account (like a credit card or bank account).
- Second, the billing statement is generated that indicates what the payment amount is for the semester of billing cycle.
- If you have **more than one** student: Key difference for Student Accounts, once you click “Account Details” and “Go To My Account” there is a pencil icon to the far right of the student’s name that allows you to select which student you want to see Account Details for.
- Financial Aid – Access to the Financial Aid Portal
- Classes – Here you will find your student’s class and exam schedules, academic calendar and enrollment dates.
 - If you click on “View My Classes”, there will be a dropdown to choose what student records you’d like to see as well as which semester.
- Academic Progress – See how your student is progressing towards their degree and view expected graduation term.
- Academic Records – View end of semester grades, unofficial transcripts, full course history and more.

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



1. Click the **Financial Aid** tile.

The screenshot shows the 'Financial Aid - Guest' page. The left sidebar contains an 'Upgrade Notice' and a 'Financial Aid Portal' link, which is highlighted with a red box. The main content area has a heading 'Financial Aid' and text explaining that additional activities and academic tools will be found in the Student Information System. It also provides instructions on how to view and manage financial aid for Fall 2021 and Spring 2022, and for prior terms. A 'Need Help?' section is visible on the right.

2. Click **Financial Aid Portal**.

The screenshot shows the 'Financial Aid - Guest' page with a table of financial aid records. The 'Financial Aid Portal' link in the left sidebar is highlighted with a green box. The table has one row with the following data:

ID	Name	Open Financial Aid Portal
1	Bradley	Bradley

The 'Open Financial Aid Portal' button for the row is highlighted with a red box.



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**.

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

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

4. Click **Accept & Continue**.



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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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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.

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](#)