



STUDENT GUIDE

Share My Info by Phone

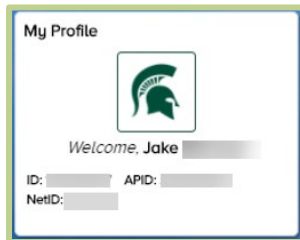
09/13/2020





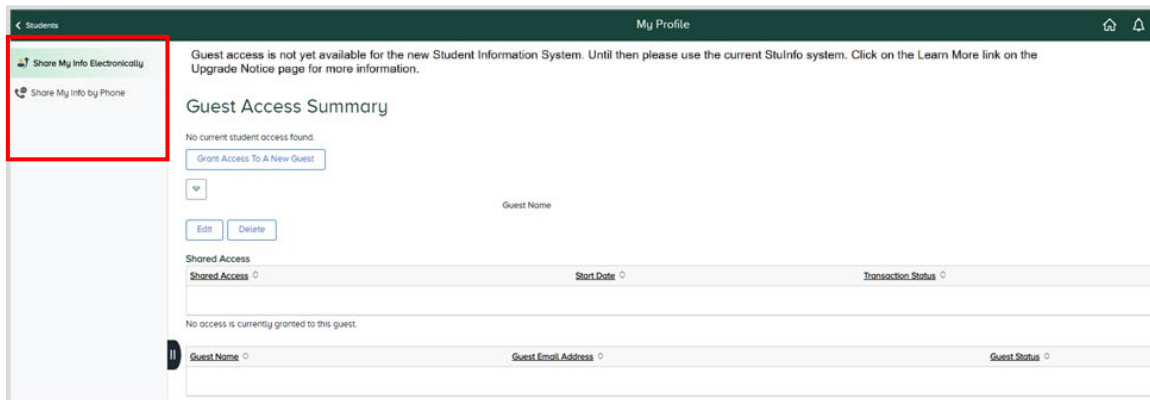
Student: Share My Info by Phone

This guide contains instructions for granting or revoking telephone Guest Access to your MSU information. From the Student home page, click the **My Profile** tile.



On the **My Profile** page, the left menu will display the following options:

- Share My Info Electronically (default page)
- Share My Info by Phone



Share My Info by Phone

1. From the left menu, click **Share My Info by Phone**.

Students will identify individual contacts with security questions and answers in order to allow MSU business offices to discuss specified student data over the phone.



2. Click the **Relationship** drop-down menu and select from the following:

- a. Applicant Parent/Guardian 1
- b. Applicant Parent/Guardian 2
- c. Father
- d. Guest
- e. Mother
- f. Spouse
- g. Step-Father
- h. Step-Mother

3. Enter **Name**.

4. Enter **Email Address**.

5. Click the **Add Contact** button.

In the Questions and Answers section, the student will add up to three security questions. It is the student's responsibility to share the security questions and answers with identified guests. The guests must provide correct answers to the questions when requesting information over the telephone. Any person unable to provide the correct answers will be denied access to the student's financial information.

6. Click the **Question** drop-down and make a selection.

7. Enter the answer in the **Answer** text box.

8. Use the **Add Question/Answer** button if you wish to add additional questions.



Questions & Answers

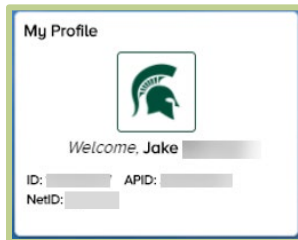
Question

Answer

9. Click **Save**.

Revoke Guest Access

From the Student home page, click the **My Profile** tile.



1. From the left menu, click **Share My Info by Phone**. Your **Contacts** will be displayed.

Contacts

*Relationship

Name

*Email Address

Questions & Answers

Question

Answer

2. Click **Delete Contact**.



3. Click **OK** on the confirmation pop-up message.

Delete current/selected rows from this page?
The delete will occur when the transaction is saved.

4. Click **Save**.