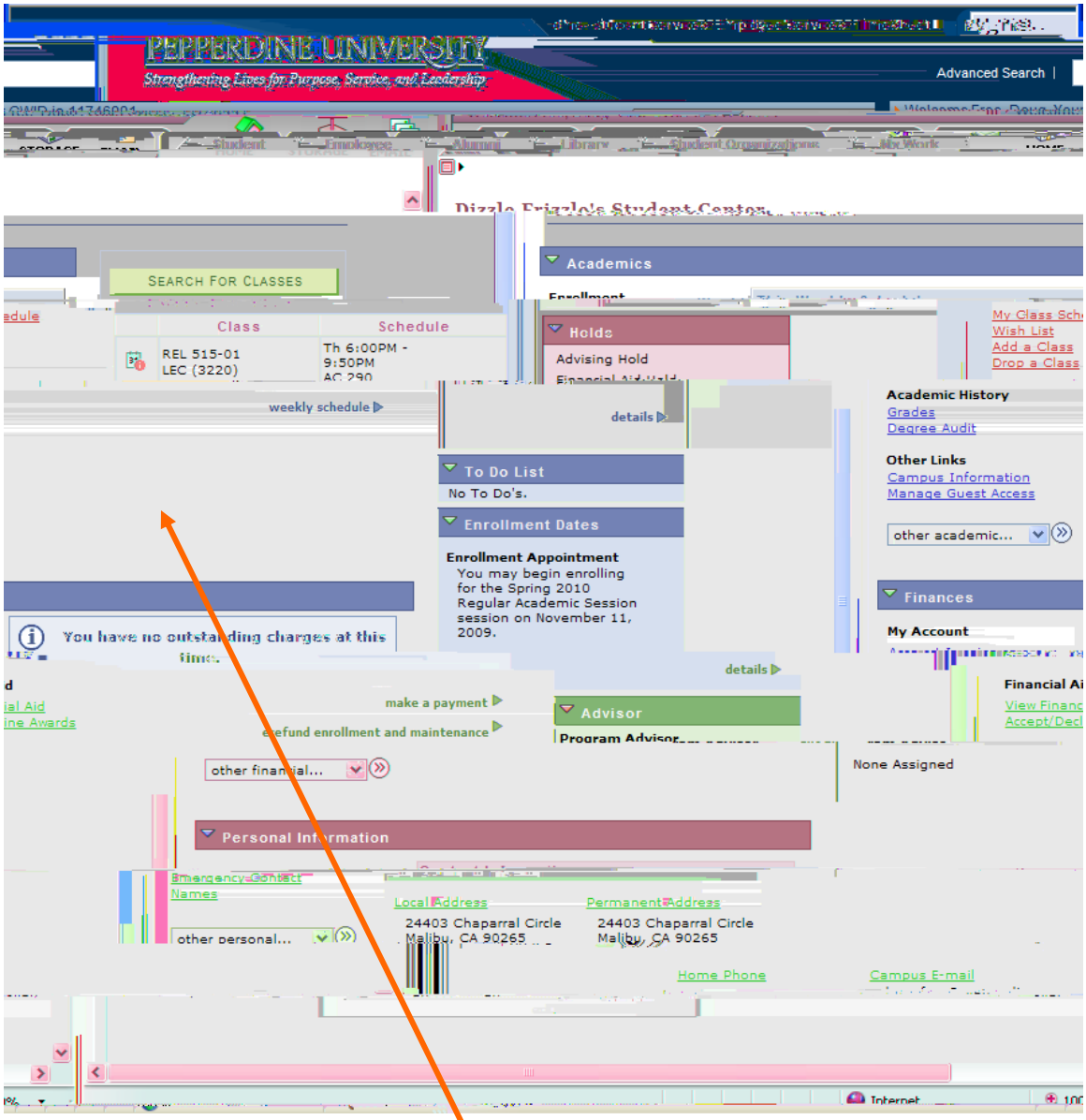
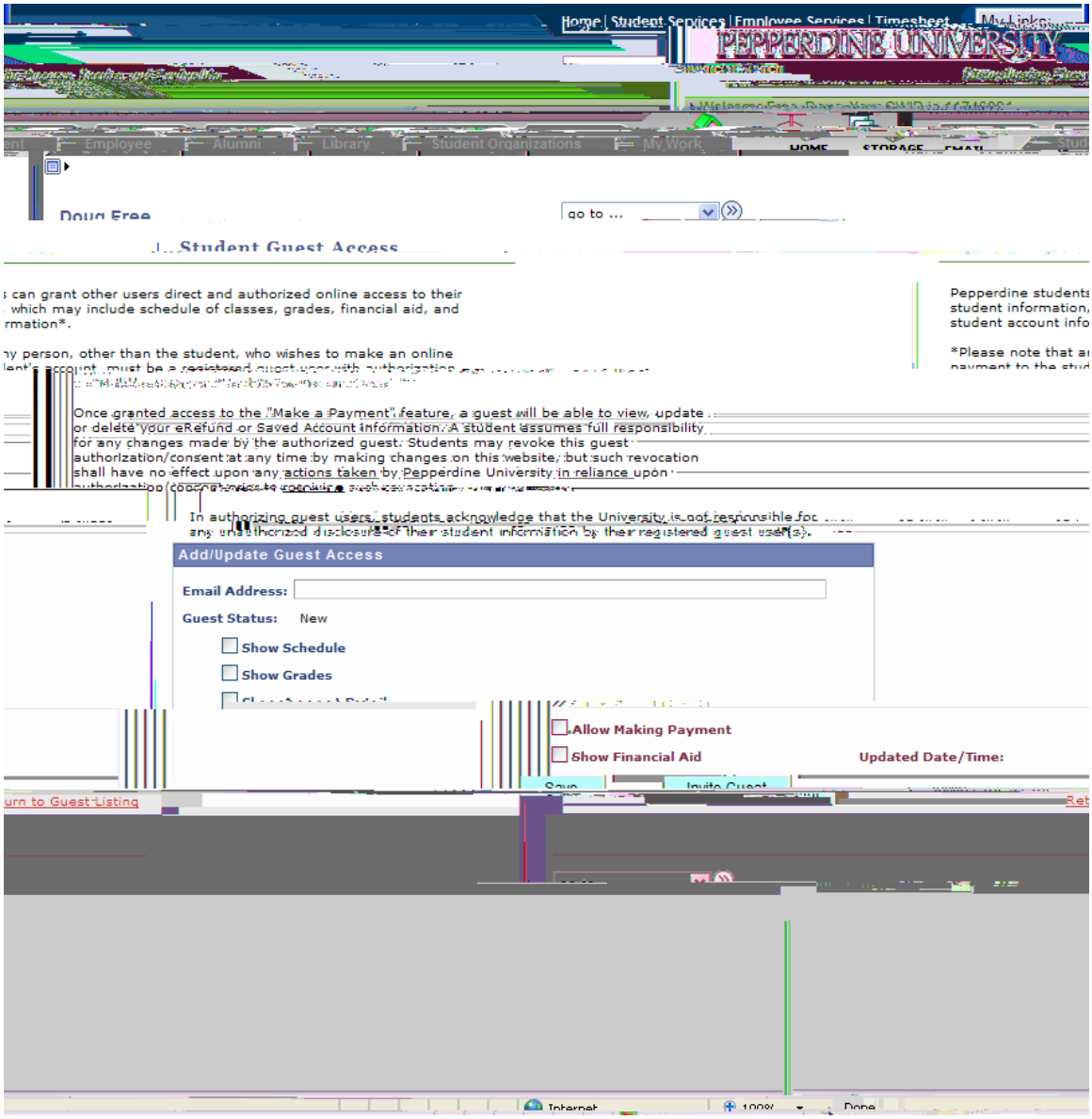
Setting Up Guest Access



1. In Student Services, click on “Manage Guest Access”



2. Type the email address of the person you want to make a guest and select the access that you want to give them. (Show Account Detail refers to the billing account—tuition, fees, etc.)

3. Click **Invite Guest.** If you make changes to this guest's access in the future you will need to click Save at that time.