

Setting Up Guest Access

The screenshot displays the Pepperdine University Student Services portal. At the top, the university logo and navigation tabs (Student, Employee, Alumni, Library, Student Organizations, My Work) are visible. The main content area is divided into several sections: Academics, Enrollment, To Do List, Enrollment Dates, Finances, and My Account. An orange arrow points to the 'Manage Guest Access' link located in the 'Other Links' section of the Academics area. Below this, the 'Personal Information' section is partially visible, showing fields for Emergency Contact, Local Address, and Permanent Address.

Academics

Enrollment

To Do List

Enrollment Dates

Enrollment Appointment

You may begin enrolling for the Spring 2010 Regular Academic Session on November 11, 2009.

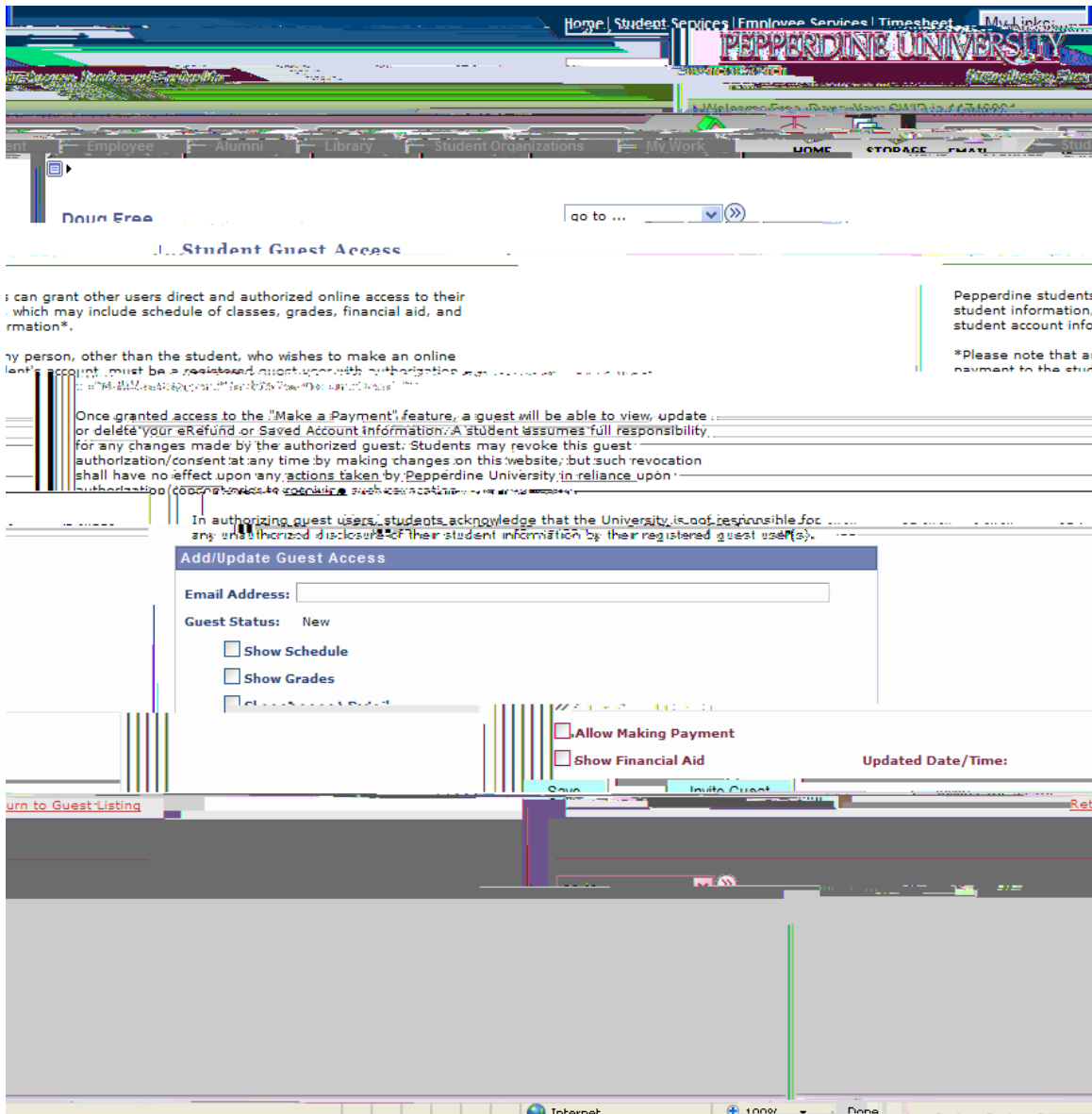
Other Links

[Manage Guest Access](#)

Personal Information

Emergency Contact Names	Local Address	Permanent Address
	24403 Chaparral Circle Malibu, CA 90265	24403 Chaparral Circle Malibu, CA 90265

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.