How to Invite a Guest User on MyUI

1. Navigate to http://myui.uiowa.edu
2. Login to the student MyUI account using their HawkID and password
3. From the “HOME” page scroll down to STUDENT INFORMATION and click on “Release of Information”
4. From the “RELEASE OF INFORMATION” page, click on “My Guest Accounts”
5. Review existing Guest Accounts. If Guest User(s) appear, review their access rights and modify, as needed.
6. To add a new Guest User, that does NOT already appear in the list, click on the green “Invite New Guest Account” button:
7. Provide the Guest User’s email address (please use their @uiowa email address if they have one) and assign Access Rights. Then click “Send Invitation”

This will send an email to the address provided above to notify the Guest to setup their account. The guest will use the email to create themselves a HawkID and password. After the process is completed, the guest can then use their newly created HawkID and password to login to their own MyUI guest account to view the student’s information. Students can view and modify access to the guest account through their MyUI account.