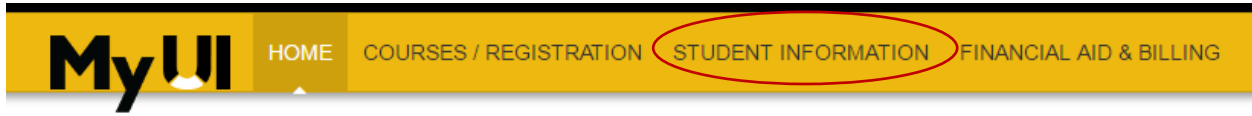


How to Invite a Guest User on MyUI

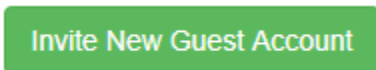
1. Navigate to <http://MyUI.uiowa.edu>
2. Login to your MyUI account using your HawkID and password
3. Click on Student Information at the top of the page



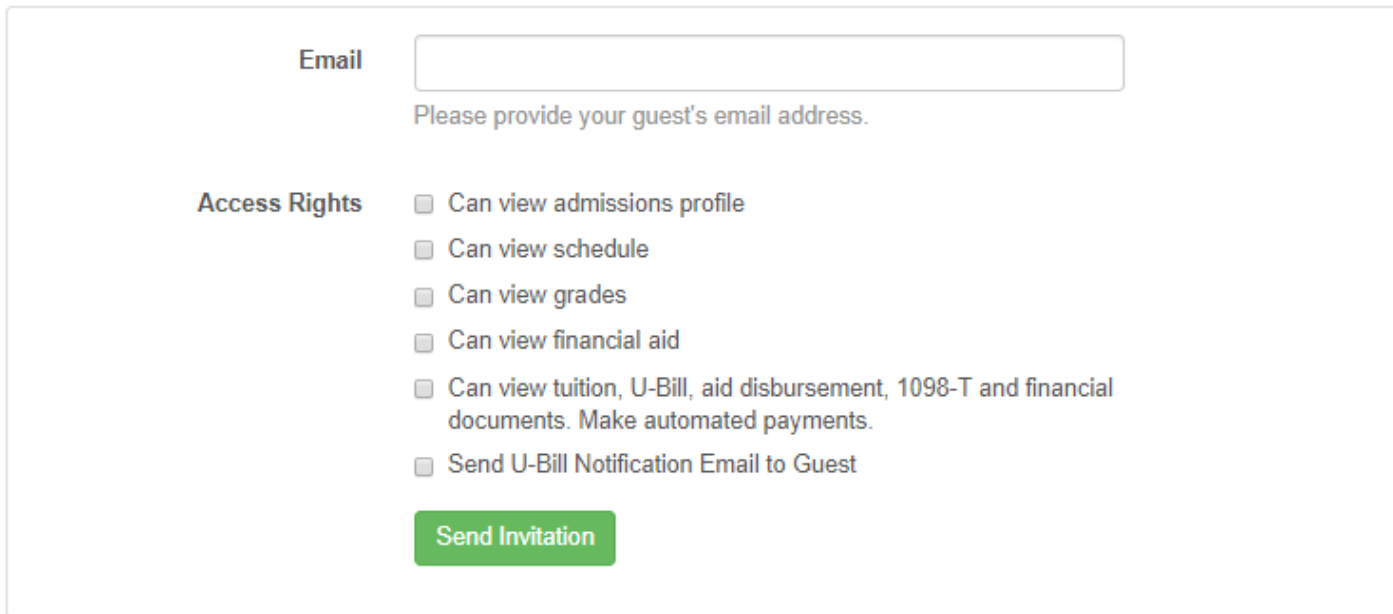
4. Scroll down to the MyUI section and click on "My Guest Accounts"



5. Review existing Guest Accounts, if any.
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 button shown below:



7. Provide the Guest User's email address (**please use their @uiowa email address if they have one**) and assign Access Rights

A screenshot of the 'Invite New Guest Account' form. It has a light grey background. At the top, there is a label 'Email' and an empty text input field. Below the input field is the text 'Please provide your guest's email address.' Below this is a label 'Access Rights' followed by a list of six checkboxes with their corresponding labels: 'Can view admissions profile', 'Can view schedule', 'Can view grades', 'Can view financial aid', 'Can view tuition, U-Bill, aid disbursement, 1098-T and financial documents. Make automated payments.', and 'Send U-Bill Notification Email to Guest'. At the bottom of the form is a green button labeled 'Send Invitation'.

8. Click Send Invitation
This will send an email to the address you provided above to notify your Guest to setup their HawkID. When your Guest User(s) have completed the HawkID setup process, you can view and modify access to your account on the My Guest Accounts screen.