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:

   ![Invite New Guest Account](image)

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

   ![Access Rights](image)

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.