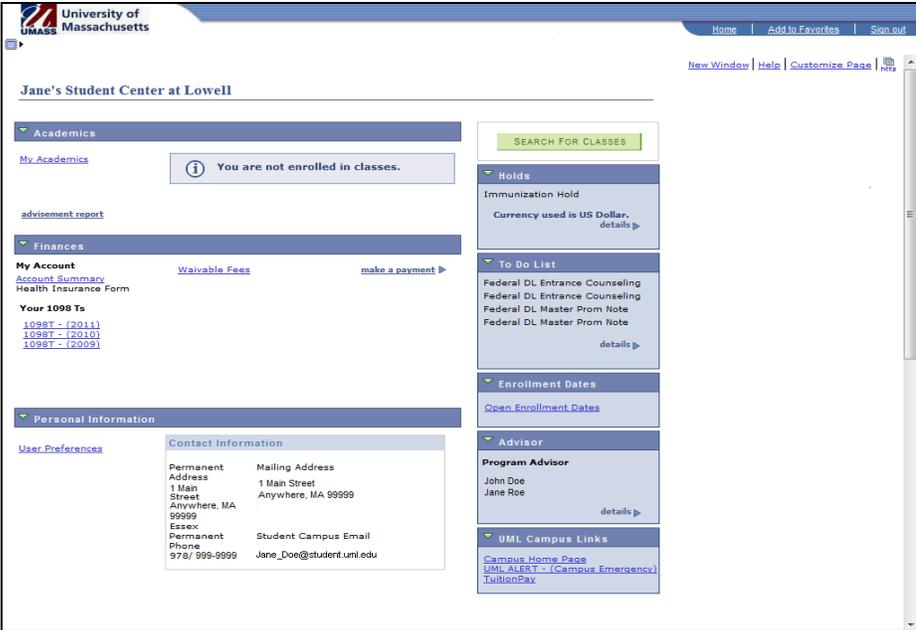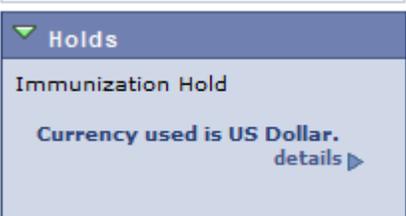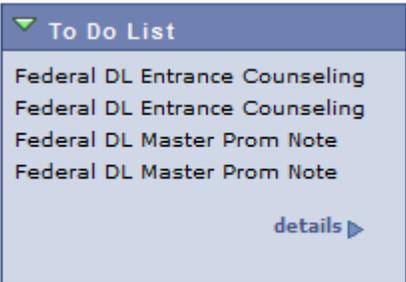# SiS – Reviewing Guest Access

1.   Guests will be able to view information and pay bills with their own access. Each student maintains control of the guest's account, i.e. username, password and accessible screens.

2.   You are currently viewing the student's account after having been granted access by the student.

3.

4.

5.   The **Holds** section displays any "service indicators" that may be applied to the student (i.e., Immunization Hold, Advising Hold, etc.).
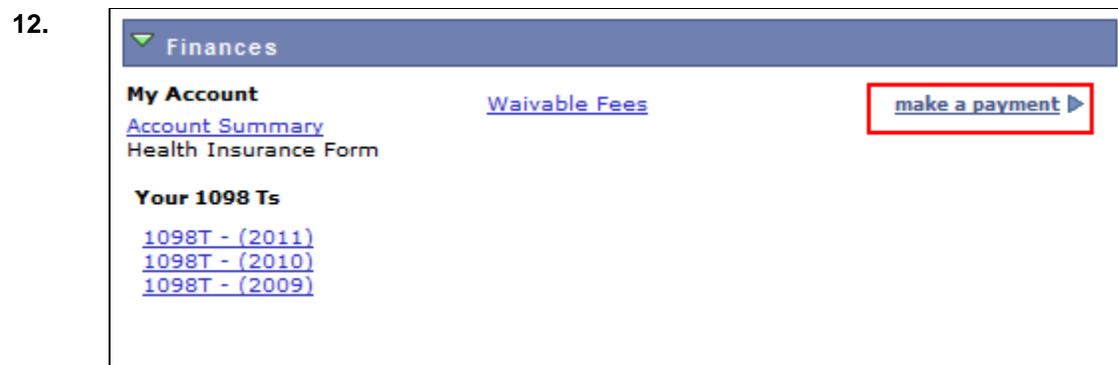
6.

7.   The **To Do List** displays items for which the University is awaiting responses.

8.

> **▼ Enrollment Dates**
>
> Open Enrollment Dates

9.   The **Enrollment Dates** section lists upcoming dates for enrollment appointments.

10.

> User Preferences

11.   The **User Preferences** link provides access to a page for you to change between institutions, if relevant. You can only view one institution at a time.

12.

> **▼ Finances**
>
> **My Account**   Waivable Fees   make a payment ▶
> Account Summary
> Health Insurance Form
>
> **Your 1098 Ts**
>
> 1098T - (2011)
> 1098T - (2010)
> 1098T - (2009)

13.   Depending on your access, the **Account Summary** link brings you to a page to view the account.

14.   Click the "**make a payment**" link to access the **Payment** page.

15.   Congratulations! You have successfully viewed the guest access to the student's account.
End of Procedure.