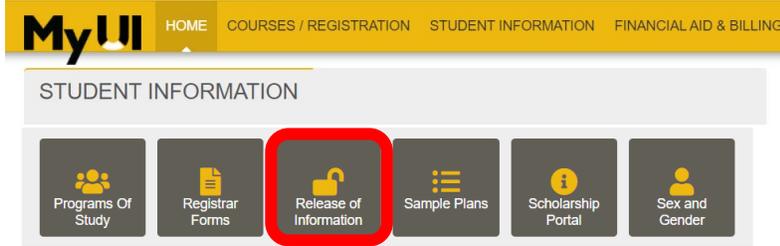
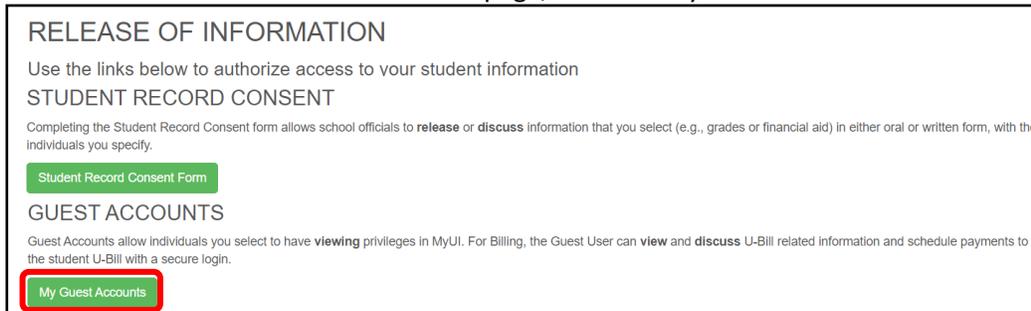


# How to Invite a Guest User on MyUI

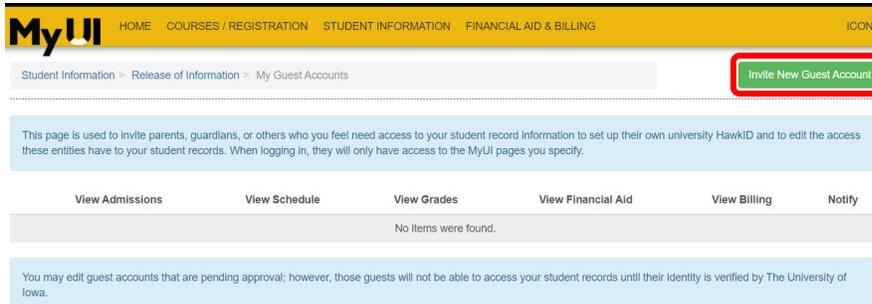
1. Navigate to <http://myui.uiowa.edu>
2. Login to the **student MyUI** account using their HawkID and password
3. From the “HOME” page scroll down to **STUDENT INFORMATION** and click on “Release of Information”



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”

A screenshot of the 'Send Invitation' form. The form has a white background and a grey border. It contains an 'Email' field with a text input box. Below the field is a paragraph of text explaining the purpose of the form and providing a link to the 'Ulowa Directory'. Below the text is a section titled 'Access Rights' with several checkboxes: 'Can view and discuss tuition, U-Bill, aid disbursement, 1098-T and financial documents. Can make payments on MyUI.', 'Send U-Bill Notification Email to Guest', 'Can view admissions profile', 'Can view schedule \*', 'Can view grades \*', and 'Can view financial aid \*'. A green button labeled 'Send Invitation' is highlighted with a red box. At the bottom, there is a small asterisked note: '\* A Student Records Consent form must be completed to allow school officials to discuss this information with anyone other than you (the student).'.

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.