

GUEST ACCESS TO MYUI

Four Steps to Getting Started

Step 1: Your student must invite you* to have guest access to their MyUI account

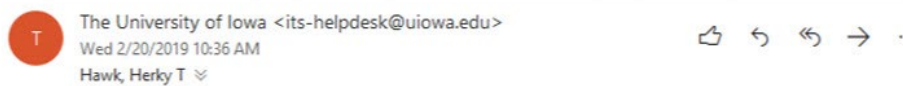
If you have not received an invitation email from the University of Iowa to create your HawkID, please contact your student and inform them that they need to initiate the invitation to create a guest account.

***IMPORTANT MESSAGE! If you are a current University of Iowa employee, student or affiliate, please advise your student to setup your guest account invitation with your @uiowa.edu email address.**

Step 2: Follow the instructions in the invitation email and create your HawkID

1. Open the "Invitation to create your HawkID at the University of Iowa" email
2. Click the link to the HawkID setup process
 - If you are unable to create your HawkID immediately, please note the expiration date on the invitation, after that date your student will need to send you another invitation

Invitation to create your HawkID at the University of Iowa



Greetings,

You have been invited to create a HawkID at the University of Iowa by Emily J Austin.


A HawkID is your personal identification and is used to access most online services at the University of Iowa. Your HawkID acts as your username, is unique, and remains with you indefinitely.

Please complete the [HawkID set-up process](#) to create your account.


If you are unable to access the set-up link, navigate to <https://iam.uiowa.edu/accounts/create/>. Your invitation token is LA24LL.

This invitation will expire on 3/6/2019.

If you have any questions, please contact the ITS Help Desk.



ITS Help Desk
The University of Iowa
2800 University Capitol Centre
319-384-HELP(4357)
<http://its.uiowa.edu/helpdesk>
Please tell us how we're doing in a [brief survey](#).



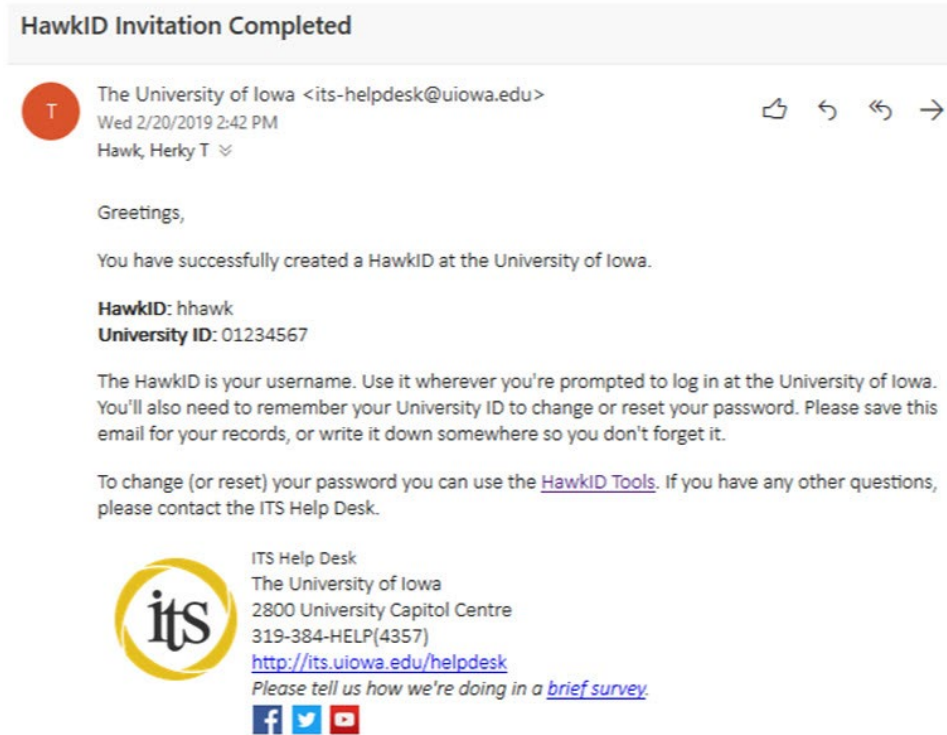
3. Complete the Create your HawkID page and select the "Create your HawkID" button

The screenshot shows the 'Create your HawkID' form. On the left is the University of Iowa logo. The form fields are: First name, Last name, Birthday (with a calendar icon), Phone (with a 'Home' dropdown), Password (with an eye icon), and Confirm Password (with an eye icon). A green button labeled 'Create your HawkID' is circled in red at the bottom right of the form.

4. The HawkID Created page will be displayed when you have successfully completed the HawkID creation process

The screenshot shows the 'HawkID Created' confirmation page. On the left is the University of Iowa logo. The page content includes:
HawkID
Your HawkID is **hhawk**
The **HawkID** is your username. Use it wherever you're prompted to log in at the University of Iowa.
University ID
Your University ID is **01234567**
Don't forget this! You'll need it to **change** or **reset** your password.
At the bottom, it says: Please contact the [ITS Help Desk](#) for assistance, questions, or concerns.

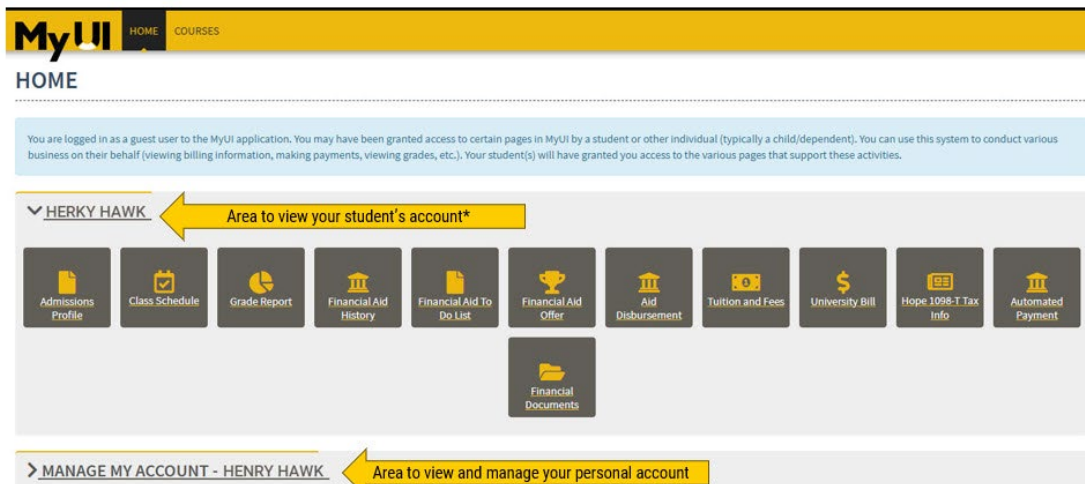
- You will also receive a "HawkID Invitation Completed" confirming that your HawkID has been created successfully. **Please save this email for future reference.**



Step 3: Login to MyUI with your new HawkID & password

- Using your preferred browser, navigate to <https://myui.uiowa.edu> and login with your newly created HawkID and password. Your MyUI Home page will be displayed upon successful login.

Step 4: Welcome to MyUI



***If you have multiple students that have given you guest access, you will see a section as shown above for each student.**

The screenshot shows the MyUI HOME page. At the top, there is a navigation bar with 'MyUI', 'HOME', and 'COURSES'. Below this, the 'HOME' section contains a message about guest user access. The main content area is divided into two sections: 'HERKY HAWK' and 'MANAGE MY ACCOUNT - HENRY HAWK'. The 'HERKY HAWK' section features a row of tiles for Admissions Profile, Class Schedule, Grade Report, Financial Aid History, Financial Aid To Do List, Financial Aid Offer, Aid Disbursement, Tuition and Fees, University Bill, Hope 1098-T Tax Info, and Automated Payment. A yellow callout box points to the 'University Bill' tile with the text 'Select to view your student's U-Bill'. Below this, another yellow callout box points to the 'Automated Payment' tile with the text 'Select to setup payment from your bank account or credit card to your student's U-Bill'. The 'MANAGE MY ACCOUNT - HENRY HAWK' section features a row of tiles for Address/Email/Phone, University Bill, Automated Payment, and Refund Account. A yellow callout box points to the 'University Bill' tile with the text 'Select to view your personal U-Bill'. Below this, another yellow callout box points to the 'Automated Payment' tile with the text 'Select to setup payment from your bank account or credit card to your personal U-Bill'. At the bottom left, there is a small text block: 'Any questions about your access should be directed to your student/client. For problems with your account, contact your advisor.' At the bottom right, there is a small text block: 'Help'.

2. When you select the University Bill or Automated Payment tiles in the student section, there will be a pale-yellow banner displayed at the top of the page indicating that you are viewing the student's account.

The screenshot shows the 'Student Finances > U-Bill' page. At the top, there is a pale-yellow banner with a warning icon and the text 'You are viewing information for Herky Hawk.' Below this banner, there are three main sections: 'U-Bill Summary (Account# 793812)', 'Alerts & Messages', and 'Quick Links'. The 'U-Bill Summary' section shows 'Statement Date: 08/01/2025'. The 'Alerts & Messages' section shows a green message: 'Your account has pending payments or credits. If you have paid the appropriate amount, any restrictions to your account will be removed.' The 'Quick Links' section shows a link: 'How To Read Your U-Bill'.

3. When you select the University Bill or Automated Payment tiles in the "Manage My Account" section, absence of the pale-yellow banner indicates that you are viewing your personal account.