

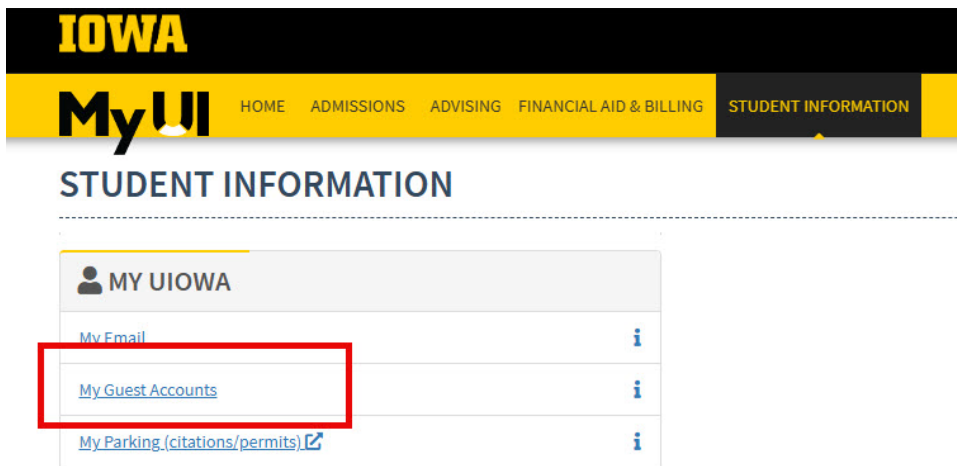
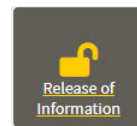
INVITING A USER TO CREATE A GUEST ACCOUNT

Step 1: Login to MyUI

1. Using your preferred browser, navigate to <https://myui.uiowa.edu> and login with your HawkID and password.

Step 2: Access the Release of Information Page

1. Access the Release of Information page by selecting the tile from the MyUI home page **-OR-**
2. Select "Student Information" from the MyUI bar at the top of the page and scroll down to the MY UIOWA section and select the "My Guest Accounts" link



Step 3: Access "My Guest Accounts"

1. On the RELEASE OF INFORMATION page, select the "My Guest Accounts" button.

RELEASE OF INFORMATION

Use the links below to authorize access to your student information

STUDENT RECORD CONSENT

Completing the Student Record Consent form allows school officials to **release** or **discuss** information that you select (e.g., grades or financial aid) in either oral or written form, with the individuals you specify.

[Student Record Consent Form](#)

GUEST ACCOUNTS

Guest Accounts allow individuals you select to have **viewing** privileges in MyUI. For Billing, the Guest User can **view** and **discuss** U-Bill related information and schedule payments to the student U-Bill with a secure login.

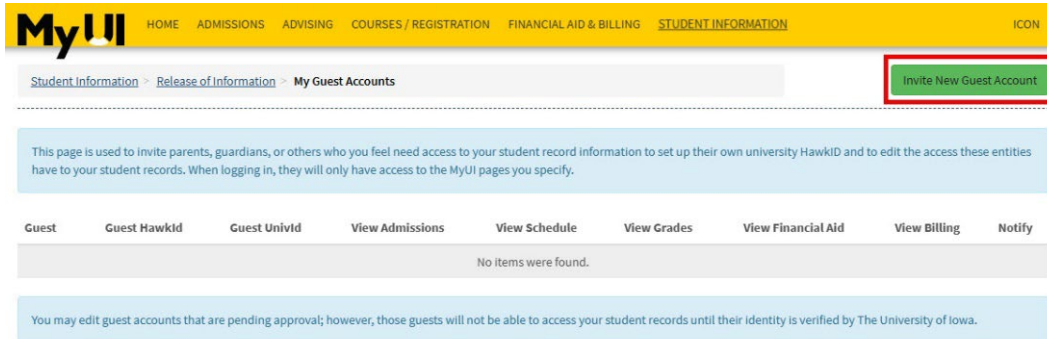
[My Guest Accounts](#)



2. If there are existing guest accounts that were invited previously, they will be listed on the My Guest Accounts page.

Step 4: Invite a New Guest User Account

The My Guest Accounts page can be used to invite new guest accounts and can also use this page to view and modify assigned access rights.



1. Select the Invite New Guest Account button in the upper right corner of the My Guest Accounts page
2. On the Invite New Guest page, enter the email address of the individual you are giving access to.

IMPORTANT NOTE! If the person you are giving access to is a University of Iowa employee or student, please enter their university @uiowa.edu email address.

3. Select the access rights that you want to give the guest then select Send Invitation.

Email

henry-hawk@uiowa.edu

Please provide your guest's email address. If your guest is a University of Iowa employee or student, please use their University "Send E-Mail To" address. This will expedite access to your records. Search for your guest's "Send E-Mail To" here: [U Iowa Directory](#)

Access Rights

- 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 *
- Can view financial aid *

[Send Invitation](#)

* A [Student Records Consent](#) form must be completed to allow school officials to discuss this information with anyone other than you (the student).

Your guest will receive an email with instructions for creating a HawkID. Once they have completed the necessary steps, the guest will be able to login to MyUI with their newly created HawkID and password.

Guests login to their own personal MyUI account and from there they will be able to view only the areas of your account that you have given them access to.