

Granting Access to Others

Granting eSIS access to others includes the following options: Financial Aid, Student Billing, and/or Grades.

You can create up to three Guest accounts and have the ability to give or deny access at any time.

Log into eSIS with your falcon number and password. You will land on your Student Center page (below).

The screenshot shows the eSIS Student Center interface. At the top left, there is a 'Menu' dropdown and a search bar. Below the menu, there are links for 'My Favorites', 'Student Center', 'Self Service', 'UWRF - Admissions', 'UWRF - Committees/Groups', 'UWRF - Scholarships', 'UWRF - Textbook Services', 'Reporting Tools', and 'Order Official Transcript'. The main content area is titled 'Student Center' and 'Kendra's Student Center'. It is divided into three main sections: 'Academics', 'Finances', and a right-hand sidebar. The 'Academics' section includes a search bar, 'Deadlines', 'URL', and a message: 'You are not enrolled in classes.' The 'Finances' section includes 'My Account', 'Billing Statement', 'Pending Aid', 'Fee Payment Agreement', 'Financial Aid', 'Refunds', and a message: 'You have no outstanding charges at this time.' The right-hand sidebar includes 'Search for Classes', 'Holds', 'To Do List', 'Enrollment Dates', 'Advisor', and 'eSIS/Other Information'.

1. Click on the Student Center under the Menu in the upper left hand corner of the page.

The screenshot shows the eSIS Student Center page. At the top, there is a 'Main Menu' dropdown and a search bar. Below the menu, there is a 'Student Center' section with a folder icon and the text 'Navigate to the student center to manage school related activities.' Below this, there are two links: 'Grant Access to Others' and 'Student Center'. The 'Grant Access to Others' link is highlighted with a red arrow and has a description: 'Create and control accounts that allow another person to access your information.' The 'Student Center' link has a description: 'Use the student center to manage school related activities.'

2. Select Grant Access to Others

Grant Access to Others

Freddy Falcon

ID 3090000

[Instructions](#)

By creating an account for another person, you are giving access to view grades and term statistics in eSIS. This allows the person you granted access to, to login with their own user ID and password and to see information in eSIS. You decide which information they can see. However, this does not allow the person to call the university to ask questions about your academic record. Financial information can be released by selecting the appropriate selection(s) below.

A federal law called the Family Educational Right & Privacy Act (FERPA) covers the privacy of your educational records. If you have questions regarding FERPA, please call or come to the Registrar's Office, 715-425-3342, 105 North Hall.



I agree to these conditions

[Information about FERPA](#)

Maximum Additional Accounts 3

Create Account

Save

3. Read through the conditions on this page. If you agree with the conditions then check the box in front of "I agree to these conditions".

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ID 3090000

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I agree to these conditions

[Information about FERPA](#)

Maximum Additional Accounts 3

Create Account



Save

4. Click on Create Account.

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ID 3090000

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[Information about FERPA](#)

Maximum Additional Accounts 3

[Create Account](#)

Accounts You Have Created

User ID W3090000S1

This Account Is For

*Password

Confirm Password

[Password Guidelines](#)

Give or Deny Access	Description
Deny access <input type="button" value="v"/>	Access to View Financial Aid Information and Authorize Release of this Financial Information
Deny access <input type="button" value="v"/>	Access to View Billing Information and Authorize Release of this Financial Information
Deny access <input type="button" value="v"/>	Access to Grades and Schedule

[Save](#)

5. Enter the first and last name of the person you are granting access. Create a password for this person. You will need to provide this password and the User ID to the individual.
6. Choose the areas that you would like to grant access or deny access, using the drop down option menu. As the student, you have the right to choose which area(s) the individual may have access to.
 - Access to View Financial Aid Information and Authorize Release of this Financial Information.
 - Access to View Billing Information and Authorize Release of this Financial Information
 - Access to Grades and Schedule
7. Save after the account has been set up.

Reply Reply All Forward



Mon 5/23/2016 9:59 AM

UW RiverFalls <DoTS@uwrf.edu>

eSIS access for Fredrica Falcon (1 of 2)

To Freddy Falcon

We removed extra line breaks from this message.

This email confirms that you granted access to another person to view information in eSIS. It is your responsibility to forward this email to the person you granted access to.

To protect the security of your information, you will receive another email with the password for this account. Remember to forward the password to the individual you have granted access to.

Account created for: Fredrica Falcon

User ID: W309000S1

This account can access information in these areas:

Access to View Financial Aid Information and Authorize Release of this Financial Information Access to View Billing Information and Authorize Release of this Financial Information

Link for instructions: <http://www.uwrf.edu/esis/>

Reply Reply All Forward



Mon 5/23/2016 9:59 AM

UW RiverFalls <DoTS@uwrf.edu>

eSIS access for Fredrica Falcon(2 of 2)

To Freddy Falcon

Freddy Falcon --

This email contains the password for the account you created. It is your responsibility to forward this email to the person you granted access to.

Password: XxxxxxX1@

8. Log in information will be emailed to your UWRF email account. Forward the emails to the individual that you created the account for.

Favorites Main Menu > Student Center > Grant Access to Others

Grant Access to Others

Freddy Falcon

ID 3090000

[Instructions](#)

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I agree to these conditions

[Information about FERPA](#)

Maximum Additional Accounts 3

Create Account

Accounts You Have Created

User ID W309000S1

This Account Is For Frederica Falcon

*Password *****

[Password Guidelines](#)

Confirm Password *****

Give or Deny Access	Description
Deny access	Access to View Financial Aid Information and Authorize Release of this Financial Information
Deny access	Access to View Billing Information and Authorize Release of this Financial Information
Deny access	Access to Grades and Schedule

Save

9. If you want to grant access to another individual, select Create Account and follow Steps 5 through 8 above.

Grant Access to Others

Freddy Falcon

ID 3090000

[Instructions](#)

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[Information about FERPA](#)

Maximum Additional Accounts 3

Create Account

Accounts You Have Created

User ID W3090000S1

Reset Password

This Account Is For Frederica Falcon

Give or Deny Access	Description
Give access	Access to View Financial Aid Information and Authorize Release of this Financial Information
Give access	Access to View Billing Information and Authorize Release of this Financial Information
Deny access	Access to Grades and Schedule

Save

10. If you need to change a user's password due to log in issues, click Reset Password. After you change it, click Save.

Grant Access to Others

Freddy Falcon

ID 3090000

[Instructions](#)

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[Information about FERPA](#)

Maximum Additional Accounts 3

Create Account

Accounts You Have Created

User ID W3090000S1

Reset Password

This Account Is For Frederica Falcon

*Password xxxxxxxxxxxx

Confirm Password xxxxxxxxxxxx

[Password Guidelines](#)

Give or Deny Access	Description
Give access	Access to View Financial Aid Information and Authorize Release of this Financial Information
Give access	Access to View Billing Information and Authorize Release of this Financial Information
Deny access	Access to Grades and Schedule

Save

11. Once you reset the password, you will need to provide the new password to the account owner.

Announcements

No current announcements

Important Dates

Jun 15, 2018 Spring 2018 Degree Conferral Deadline 4:30 PM -
Campus-Wide



New! eSIS Login

Falcon Account Login

Guest Login

Visit our [password self-service page](#) to activate your Falcon Account or change your password.

12. Individuals that are granted access to eSIS log in under the Guest Login. The User ID log in is upper and low case sensitive.

Any log in questions, contact the DoTS Service Center at (715) 425-3687.