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).

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

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

                                          Create Account

Maximium Additional Accounts   3

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   Instructions

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☑ I agree to these conditions   Information about FERPA

                                          Create Account

Maximium Additional Accounts   3

Save

4. Click on Create Account.

Grant Access to Others

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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 Fredrica Falcon

*Password xxxxxxxxx   Password Guidelines

Confirm Password xxxxxxxxx

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]

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.

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

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☑ **I agree to these conditions**   Information about FERPA

Maximum Additional Accounts   3   Create Account

Accounts You Have Created

User ID	W3090000S1
This Account Is For	Frederica Falcon
*Password	*********
Confirm Password	*********

Password Guidelines

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

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Information about FERPA

Create Account

Maxinium Additional Accounts   3

Accounts You Have Created

Reset Password

User ID W3090000S1

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.

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Information about FERPA

Create Account

Maximum Additional Accounts   3

Accounts You Have Created

Reset Password

User ID W3090000S1

This Account Is For Fredrica Falcon

*Password xxxxxxxxxx

Confirm Password xxxxxxxxxx   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.

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.