



Scholarships  
& Financial Aid

# Guest Center Management

Use this guide to update or add a user to  
your Guest Center

# Step 1

# Guest Center Management

THE UNIVERSITY OF ARIZONA



WILBUR  
STUDENT ID: :

PERSONAL ▾

ENROLLMENT ▾

ADVISING ▾

ACADEMIC RECORD ▾

FINANCIAL AID ▾

BURSAR

Personal Summary 

Guest Manager

Campus Health Options

Campus Health Info 

Veteran Benefit Certification

Meal Plan 



ome to the  
redesigned Student  
Center!

Enrollment Da

Spring 2021

Shopping carts will be  
students who are eligi  
term.

Summer 2020

Enrollment Open:



Navigate to the **Personal** menu and click on **Guest Manager**.

# Step 2

# Guest Center Management

THE UNIVERSITY OF ARIZONA



WILBUR WILDCAT  
STUDENT ID: 00000001 [SIGN OUT](#)

[PERSONAL](#) [ENROLLMENT](#) [ADVISING](#) [ACADEMIC RECORD](#) [FINANCIAL AID](#) [BURSAR ACCOUNT](#)

## UA Guest Manager

This page allows you to manage Guest(s) access to your student account. To create a new Guest, click the 'ADD NEW GUEST' button. To update an already existing Guest, click the 'edit' button. Each Guest(s) can be granted separate levels of access to your account either: 1) No Access OR 2) View Access.

[ADD NEW GUEST](#)

My Guests				
Username	Email ID	Full Name	Status	
wwilma	wwilma@arizona.edu	Wilma Wildcat	Activated	Edit
sparky	sparky@asu.edu	Sparky S. Devil	Inactivated	Edit



To add a profile, click the **Add New Guest** button.

To update a profile, click the **Edit** button at the end of the row of the profile you would like to update.

## Step 3

## Guest Center Management

### Guest Manager

**Add/Update Guest**

\*Guest Username

\*Guest Email ID

Last Updated on

Guest Full Name

Guest Status  Activate  Inactivate

**Guest Access Control**

**Academic Info** View Class Schedule, Grades, Transfer Credits, Program Tree  
 No Access  View Access

**Personal Info** View All Addresses, Emergency Contacts  
 No Access  View Access

**Financial Info** View To Do List and Award Summary  
 No Access  View Access  
 View All Access, Make Payment, Parent Plus Loan

**Resource Evaluation** Access to complete the Resource Evaluation for Financial Aid purposes  
 No Access  Allow Access



SAVE

RETURN



Create your guest profile and access

**Guest Username** your guest will use this to log in

**Guest Email ID**

**Guest Full Name**

If you are updating a profile you will only be able to edit the **Guest Email ID** and **Guest Full Name**.

## UA Guest Manager

**Add/Update Guest**

\*Guest Username

\*Guest Email ID

Last Updated on 07/02/2017 7:42:11PM

Guest Full Name

Guest Status  Activate  Inactivate

**Guest Access Control**

**Academic Info** View Class Schedule, Grades, Transfer Credits, Program Tree  
 No Access  View Access

**Personal Info** View All Addresses, Emergency Contacts  
 No Access  View Access

**Financial Info** View To Do List and Award Summary  
 No Access  View Access  
 View All Access, Make Payment, Parent Plus Loan

SAVE

RETURN



## Guest Access Control

Select the information for each area **Academic Info**, **Personal Info** and **Financial Info** your guest may have access to.

Note: the **Financial Info** section has an additional option. This option allows your guest to view your financial information, make payments on your behalf and apply for the Federal Direct Parent PLUS loan, if available.

## UA Guest Manager

**Add/Update Guest**  

*Guest Username	<input type="text" value="wwilma"/>
*Guest Email ID	<input type="text" value="wwilma@arizona.edu"/>
Last Updated on	07/02/2017 7:42:11PM
Guest Full Name	<input type="text" value="Wilma"/>
Guest Status	<input checked="" type="radio"/> Activate <input type="radio"/> Inactivate

**Guest Access Control**

<b>Academic Info</b>	View Class Schedule, Grades, Transfer Credits, Program Tree <input type="radio"/> No Access <input checked="" type="radio"/> View Access
<b>Personal Info</b>	View All Addresses, Emergency Contacts <input type="radio"/> No Access <input checked="" type="radio"/> View Access
<b>Financial Info</b>	View To Do List and Award Summary <input type="radio"/> No Access <input type="radio"/> View Access <input checked="" type="radio"/> View All Access, Make Payment, Parent Plus Loan



SAVE

RETURN



Once complete, click the **Save** button.

## Guest Manager

Activate Guest ?

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Confirm Activation for Guest Username: **wwilma**

Click 'OK' to create and activate your Guest. Upon successful activation, an email will be sent to your guest with their login and password.

If you are not ready to activate your guest, click 'CANCEL' to save the information from the previous page. You will be able to return at a later time/date to activate the saved guest.

**Note: Once you click 'OK' button to activate this Guest,**

**1) Do NOT click 'OK' or 'CANCEL' button again.**

**2) Do NOT use the 'BACK' button on your browser while this Guest is being processed/activated.**

OK

CANCEL



Review the confirmation message

Click the **OK** button to create and activate your Guest.



Scholarships  
& Financial Aid

**We hope you found  
this tutorial helpful!**

**If you need additional support,  
please contact us at:**

<https://financialaid.arizona.edu/contact/email>

520-621-1858

**For more information, visit our website:**

<https://financialaid.arizona.edu/types-of-aid/accept-loans/parents>