Guest Center Management

Use this guide to update or add a user to your Guest Center
Step 1

Navigate to the Personal menu and click on Guest Manager.
Step 2  Guest Center Management

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.
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**.
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.
Once complete, click the **Save** button.
Step 6  Guest Center Management

Guest Manager

Activate Guest?

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.

Review the confirmation message

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