

Setting Up Guest Access

The screenshot shows the Pepperdine University Student Center for user Doug Free (CWID 11746991). The interface is organized into several sections:

- Academics:** Includes links for Enrollment (My Class Schedule, Wish List, Add a Class, Drop a Class), Academic History (Grades, Degree Audit), and Other Links (Campus Information, Manage Guest Access). A dropdown menu labeled "other academic..." is visible.
- Finances:** Includes My Account (Account Inquiry), Financial Aid (View Financial Aid, Accept/Decline Awards), and a dropdown menu labeled "other financial...". A message states: "You have no outstanding charges at this time." with options to "make a payment" or "refund enrollment and maintenance".
- Personal Information:** Includes Emergency Contact Names and Contact Information (Local Address, Permanent Address, Home Phone, Campus E-mail).
- Right Sidebar:** Includes a "SEARCH FOR CLASSES" button, Holds (Advising Hold, Financial Aid Hold), To Do List (No To Do's), Enrollment Dates (Enrollment Appointment), and Advisor (Program Advisor: None Assigned).

An orange arrow points from the "Manage Guest Access" link in the Academics section to the first step of the instructions below.

1. In Student Services, click on "Manage Guest Access"

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Home | Student Services | Employee Services | Timesheet | My Links: | Advanced Search |

Welcome Free, Doug Your CWID is 11746991

Student Employee Alumni Library Student Organizations My Work HOME STORAGE EMAIL

Doug Free go to ...

Student Guest Access

Pepperdine students can grant other users direct and authorized online access to their student information, which may include schedule of classes, grades, financial aid, and student account information*.

*Please note that any person, other than the student, who wishes to make an online payment to the student's account, must be a registered guest user with authorization to "Make a Payment" and "View Account Detail."

Once granted access to the "Make a Payment" feature, a guest will be able to view, update or delete your eRefund or Saved Account information. A student assumes full responsibility for any changes made by the authorized guest. Students may revoke this guest authorization/consent at any time by making changes on this website, but such revocation shall have no effect upon any actions taken by Pepperdine University in reliance upon authorization/consent prior to receiving such revocation.

In authorizing guest users, students acknowledge that the University is not responsible for any unauthorized disclosure of their student information by their registered guest user(s).

Add/Update Guest Access

Email Address:

Guest Status: New

Show Schedule

Show Grades

Show Account Detail

Allow Making Payment

Show Financial Aid

Updated Date/Time:

Save Invite Guest [Return to Guest Listing](#)

go to ...

Done Internet 100%

2. Type the email address of the person you want to make a guest and select the access that you want to give them. (Show Account Detail refers to the billing account—tuition, fees, etc.)

3. Click **Invite Guest**. If you make changes to this guest's access in the future you will need to click Save at that time.