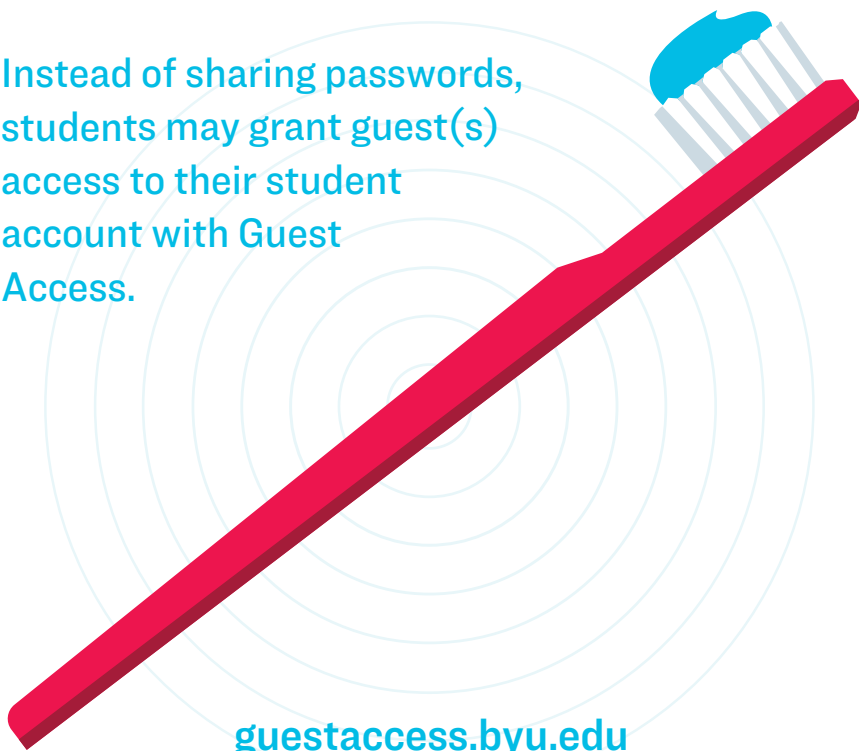




THERE ARE SOME THINGS YOU JUST

DON'T SHARE

Instead of sharing passwords,
students may grant guest(s)
access to their student
account with Guest
Access.



guestaccess.byu.edu

BYU Enrollment Services

SETTING UP GUEST ACCESS

STEP 1: STUDENT

1. A Student can add a parent, spouse, or other guest to their account on guestaccess.byu.edu.
2. The student will need to:
 - A. Know a guest(s)'s BYU Net ID (remember or create guest(s)'s Net ID at accountcreation.byu.edu/new).
 - B. Click on the *My Guest* tab, then the *Add a Guest* button and use guest(s)'s Net ID.
 - C. Select areas a guest(s) will be granted access to (academic, financial, personal).
 - D. Select access types (web, telephone, or both).
 - E. Determine when access will expire.

STEP 2: GUESTS

1. The guest(s) will receive an email invitation to accept the access. Click on the link and login.
2. Create a telephone access phrase to be used when calling BYU on behalf of the student.
 - A. Forgot the telephone access phrase? Sign in to guestaccess.byu.edu to view.
3. Click Accept Invitation.
4. To access the student's account, sign in to guestaccess.byu.edu and click on *My Access*. Complete tasks and actions for the student.

We will only discuss student accounts and records with parents or other 3rd parties who have Guest Access.

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