



## Granting Access to Others-Student Grades

Log into eSIS with your falcon number and password. Your Student Center will open as the main page after you log in.

The screenshot shows the Student Center interface. On the left is a 'Menu' sidebar with a search box and a list of options: My Favorites, Student Center (highlighted with a red arrow), Self Service, UWRF - Committees/Groups, UWRF - Network Resources, UWRF - Scholarships, and Order Official Transcript. The main content area is titled 'Student Center' and 'Freddy's Student Center'. Below this is an 'Academics' section with a search box containing 'other academic...' and a dropdown arrow. To the right of the search box are links for 'Search', 'Plan', 'Enroll', and 'My Academics'. Further right is a 'This Week's Schedule' table with columns for 'Class' and 'Schedule'. The table lists three classes: AGEC 355-01 LEC (1098) on TuTh from 11:00AM to 12:15PM in Ag Science Building 327; BIOL 314-10 LEC (1303) on MoFr from 11:00AM to 11:50AM in Ag Science Building 331; and BIOL 314-11L on Th from 2:00PM to 3:50PM in Ag Science.

Choose the Grant Access to Others in your Students Center

The screenshot shows the Student Center interface with a navigation bar at the top containing 'Home', 'Add to Favorites', and 'Sign out'. Below the navigation bar is a 'Main Menu >' section with a 'Student Center' link. The main content area is titled 'Student Center' and contains a description: 'Navigate to the student center to manage school related activities.' Below this is a list of links. The first link is 'Grant Access to Others' with the description 'Create and control accounts that allow another person to access your information.' This link is highlighted with a red arrow. The second link is 'Student Center' with the description 'Use the student center to manage school related activities.'

Please read the conditions and if you have any questions, please contact the Registrar's Office, 105 North Hall.

**eSIS** <sup>qa</sup> **UWRF**

Favorites | Main Menu > Student Center > Grant Access to Others

**Grant Access to Others**

**ID** [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. However, this does not allow the person to call the university to ask questions about your record.

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](#)

Maximum Additional Accounts 3

You can create up to the three accounts and have the ability to give and deny Access at anytime for the individuals.

**Grant Access to Others**

**Freddy Falcon**

**ID** 1234567 [Instructions](#)

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Maximum Additional Accounts 3

**Accounts You Have Created**

User ID W3053187S1

This Account Is For

\*Password  [Password Guidelines](#)

Confirm Password

| Give or Deny Access | For Information In This Area  |
|---------------------|-------------------------------|
| Deny access         | Access to Grades and Schedule |

Step 1: Click the box after your read and agree to the conditions.

Step 2: Click on Create Account

Step 3: Creating the accounts and selecting the access you want the individuals to be granted.

Step 4: Save after each account has been set up and check you email for the series of emails to forward to the individuals the accounts have been set up for.