How to Allow Access to Your WISER Account

You have the option of allowing your parent or anyone else you designate to log in to your WISER account.

- You may give the other person access to all your data or to selected information.
- You may allow that person to pay your bill on line.
- You may provide access to as many additional people as you choose.
- After you have followed the steps below, entered the required information and created a password, the system will alert your parent or designee by email, with a copy to your campus email address. However, you must give that person the password you created for him/her.

Note:

- ✓ Only YOU can grant or remove access to this information. Staff members in academic or financial offices at UMass Boston cannot grant, change or remove this access. The IT Service Desk cannot change the password.

- ✓ Persons given access to your WISER Student Center page will also be able to view any holds, including financial and disciplinary holds, placed on your account.

  You have full control over access to your account at all times.
- ✓ **You may change or revoke the access at any time.**

Navigate to the Additional Access Page in WISER
Log into your WISER account at https://wiser.umb.edu

Click on:
Main Menu
Self Service.
Student Center

At the top right, click on GRANT ADDL ACCT ACCESS.

The **Additional Access** page will appear.

To exit from this page at any time, scroll to the bottom of the page and click

Return to Student Center .

Identify the Person to Whom You are Granting Access
- Enter the First Name of the person.
- Enter the Last Name of the person.
- Enter that person's email address (not your own email address).
- The system will automatically create a user ID consisting of the email user ID (the part before the @) followed by _*UM,* and will display it in the User ID field.
- In the Password field, enter a password for the person (not your own password). **The password must contain**
  - **At least 8 characters**
  - **At least one number**
  - **At least one uppercase letter**
  - **At least one lowercase letter**
- In the Confirm Pswd field, enter that same password again. This is the password the other person will use to log into your WISER account.

Determine What Information You Want the Other Person to See
To allow the other person to see your data, click in the check boxes. You may select as many as you want.

Under **Academics**, you may grant access to any or all of the following:
- Your class schedules

- Your grades and unofficial transcripts
- Your enrollment verification

Under **Finances**, you may grant access to any or all of the following:
- Account Summary
- Waivable fees
- Health insurance form
- 1098T
- Financial aid

You may also click the check box to allow the person to make a payment to the University for you.

If you wish to allow the person to view all your data and pay your bills, instead of clicking the check boxes, click [Grant Access to All Functions]
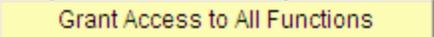
Note: by granting access on this page, you also grant access to this person to view your advisors, holds, enrollment dates and checklists.

Click [Save]
The following will be displayed:

Additional Account Access

Save Confirmation

✔ The Save was successful.

[OK]

Click OK to return to your Student Center.

Tell the Other Person How to Access Your Data
The system will automatically send an email to the email address you specified. The email will tell the person that he/she now has access to the system and will contain the person's User ID, a link to WISER and instructions to obtain the password from you. You will receive a copy of the email.

You must provide the person with the password you entered in the Additional Access page. Advise the person that staff members on campus will not be able to assist them.

Important: To maintain the security of your student records, do not send the web link, the user ID and, in particular, the password to the person in one email. It is preferable to give the person the password in person with a reminder that access to your account may not be shared with anyone else. If you must email the password, send it separately, with no other identifying information.

Grant Access to Additional Persons

If you wish to grant access to another person, click the plus sign (**+**) at the top right of the page.

Additional User Accounts	Find	View All First ◄ 1 of 1 ► Last
	Use these +/- Buttons to Add and Delete Users ⊞⊟

Enter the required information for the second person and click **Save** and then **OK**.

Change Access to Your Records or Change the Password

- Log into WISER and click on GRANT ADDL ACCT ACCESS at the top right of the Student Center page. If you have granted access to more than one person, use the arrow buttons at the top right of the Additional Access page to display the information of the person whose access you wish to change.

Additional User Accounts	Find	View All First ◄ 1 of 1 ► Last
	Use these +/- Buttons to Add and Delete Users ⊞⊟

- Click on the check boxes to change the access.
- If you want to change the password, enter a new password twice.
- Click **Save**
- Click OK.
- Each time you change the access, the system will send an email notification to the person with a copy to you.

Revoke Access to Your Records

- Log into WISER and click on GRANT ADDL ACCT ACCESS at the top right of the Student Center page.

- If you have granted access to more than one person, use the arrow buttons at the top right of the Additional Access page to display the information of the person whose access you wish to revoke.

Additional User Accounts	Find	View All First ◄ 1 of 1 ► Last
	Use these +/- Buttons to Add and Delete Users ⊞⊟

- Click on the minus sign (**−**) at the top right corner of the page.

Additional User Accounts	Find	View All First ◄ 1 of 1 ► Last
	Use these +/- Buttons to Add and Delete Users ⊞⊟

- A confirming message will appear. Click OK.

- Another message will appear advising you that it may take up to a minute after you click Save for the deletion to occur: Click OK.

Message

Press the Save button to complete the deletion. (20000,54)

Deleting an ID can take up to a minute.
Please wait for the Save Confirmation page to appear.

OK

- Click **Save**.
- Click OK.

Sign Out of WISER

When you are ready to exit WISER, remember to click **Sign out** in the upper right corner of any WISER page. To protect your data, do not simply close your browser window.