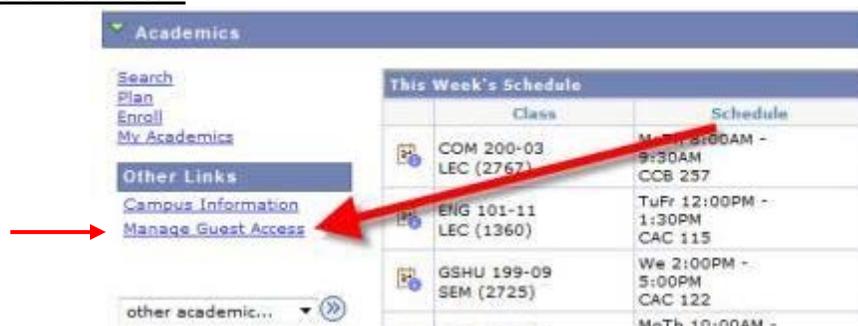


Guest Access Set Up For The Student:

For your parent/s, spouse, or other guests to have access to your student account information they must have confirmed access through WaveNet Guest Access. Please note that you will have to complete this process for each parent or guest.

First, login to wavenet.pepperdine.edu, navigate to your Student Center, then click on **Manage Guest Access:**



Next, click the "Add Guest Access" button, then enter the email address of the Guest User that you would like to invite, check the boxes for the information you would like to release to them, and click **Invite Guest**. This will send them an email and they will have to register for their guest account by filling out some requested information by following the link in the email they receive.

Student Guest Access

Pepperdine students can authorize others to access 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).

The screenshot shows the 'Add/Update Guest Access' form. It has a 'Current Email Address' input field. Below it, 'Guest Status' is set to 'New'. There are six checkboxes for permissions: 'Show Schedule', 'Show Grades', 'Show Financial Aid', 'Show Account Detail', 'Allow Making Payment', and 'Receive Billing Reminder Email'. At the bottom, there are 'Save' and 'Invite Guest' buttons, and a 'Return to Guest Listing' link. A red arrow points to the 'Invite Guest' button.

*You can manage, add, update, and remove the access of your Guest Users at any time by accessing the *Manage Guest Access* link in your WaveNet account.

Guest Access Set Up & Confirmation For The Guest:

The student has sent you an invitation for guest access by email. The next step is to check the email that was sent to you from Pepperdine and click on the link in the email (the really long one). This will take you to the Guest Access Creation Page; please fill out the information it is requesting. We will not be able to release any information to you until your Guest Access has been confirmed.

Here is a copy of what the email will look like:

Greetings!

A Pepperdine student has invited you to have access to his/her student information via WaveNet, the University's online community.

Pepperdine students can authorize others to access their student information, which may include schedule of classes, grades, financial aid, and student account information*.

The student who has invited you has already determined the type of information that you may access.

Please click on the link at the bottom of this email to complete the online process to create your guest account in order to begin viewing the student information.

We welcome you to our online community.

Pepperdine University

*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 view the student's account information.

https://wavenet.pepperdine.edu/psp/paprd91/EMPLOYEE/EMPL/c/ZP_PEPPERDINE.ZP_GUEST_ACCESS.GBL?Var1=3%2btpNU6M1QlcUop9TcuRLysjgPgeM6l%2f&Var2=cM2I5HalWOM%3d&Var3=GIVdaoLiLAc%2f3%2fAvgaYfIF7K0uvVXuBoBZDYXPhckgcV38ye8vXBzXtV9IMRyiQ

*The link from this copy will not work. It is just a sample.

**If you get stuck on this link, try copying and pasting the entire second link into the URL window. Because it is so long, sometimes clicking on it does not work. If you are still stuck, please try using a different browser (Internet Explorer, Safari, Mozilla Firefox, etc.)

***Please make sure that you have logged out of any open WaveNet sessions when you try to click or copy/paste the link. This includes logging out of the inviting student's WaveNet account and/or logging out of WaveNet for guests who are faculty/staff members of Pepperdine with their own WaveNet access. You should also make sure that any open WaveNet windows are closed (even if you are logged out).

Once you complete the Guest Access Account Creation Page, you will be required to create a password for your WaveNet account. Upon successful password creation, you will be sent an e-mail containing your WaveNet username to the e-mail address you provided during your guest account registration. You can then log in to Wavenet.pepperdine.edu and make a payment or view the activity on your student's account.

To access your student's information in the future, log in to WaveNet (<https://wavenet.pepperdine.edu>) and click the "Guest Access Center" link in the "Guest Center" section of the main WaveNet page.

For more assistance:

If you are still having problems, or if you ever forget your username and/or password, please contact our HELP Desk toll-free at 1-866-767-8623. They are available 24 hours a day, 7 days a week, 365 days a year.

You can also reset/change your password here: <https://myid.pepperdine.edu/>