

Billing Reminder Emails

Guest users may also receive a copy of the billing reminder emails that students receive.

The student may request to have their guest or guests receive a copy of the Billing Reminder emails that they receive. Students may make this request by simply checking a box on the guest access page (see last option listed below “Receive Billing Reminder Email”).

Start by going to the Manage Guest Access link in the Popular Links sections. Select guest, click EDIT, and then check box for “Receive Billing Reminder Emails”.

The screenshot displays the WaveNet Pepperdine student portal. At the top, the WaveNet logo is on the left, and the user's CWID and a 'LOG OUT' link are on the right. Below the logo, there are links for 'ID CARD SERVICES', 'GOOGLE APPS', 'DIRECTORY', and 'E-MAIL'. The main interface has a 'Student' tab selected. On the left sidebar, there are icons for 'Home', 'Personal Info', 'Academics', 'Advising', and 'Finances'. The main content area has a 'Test Web URL' banner. Below the banner are three boxes: 'To Do (0)', 'Holds (0)', and 'Popular Links'. A red arrow points to the 'Popular Links' box, which contains links for 'Manage Guest Access', 'Courses (powered by Sakai)', and 'Online Course Evaluations'. Below these boxes is a section for 'Fall 2018' with enrollment information and a 'Shopping Cart' section indicating it is empty.

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).

Add/Update Guest Access

Current Email Address:

Guest Status: **New**

- ☐ Show Schedule
- ☐ Show Grades
- ☐ Show Financial Aid
- ☐ Show Account Detail
- ☐ Allow Making Payment
- ☐ Receive Billing Reminder Email

Last Update Date/Time:

SAVE **INVITE GUEST** [Return to Guest Listing](#)

Guests will need to have "confirmed" status before the emails will be sent out.

- Therefore, a new guest will need to confirm his/her initial access first before receiving the informational email below.
- While currently confirmed guests will receive the following informational email as soon as the student checks the box "Receive Billing Reminder Email" and clicks the **SAVE** button.

This email explains what to expect: what they will receive, why each is sent, and what action to take. It also explains that the student is the only one who may grant or cancel this access.



• Pepperdine University <wavenet.student@donotreply.pepperdine.edu>

To [REDACTED]



Mon, Jun 8, 2020 at 4:19 PM



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.

If you encounter problems registering, you can contact the IT Service Desk at 310-506-4357 (HELP) or 866-767-8623 (toll free).

https://wavenet.pepperdine.edu/psp/PPUN2P/EMPLOYEE/EMPL/c/ZP_PEPPERDINE_ZP_GUEST_ACCESS_GBL?Var1=o71sQdl%252fH1yiScz9Hpl3knDNpeR2iFjj&Var2=uU7ndy0o5qc%253d&Var3=N88JRJV9nBqVoi42oZNxv6oCuul1W85MWZhcEazeqIQXbtrC5pskPwajzEWKFpdq%252fAurt%252fFD9h3Ey%252fHGLGEg%253d%253d

Then anytime one of these three emails (New Activity, Due Date Reminder, or Missed Payment) is sent to the student, the guest will be blind copied on it. This means that the guest will see the student's name listed in the sent "TO" field but the student will not see the guest's name or email address on the email they receive.

This was done for the privacy of the guest so that if the student had more than one guest with this access, we would not be giving out email addresses of the guests in the cc field of the email.

Should a guest no longer wish to receive these emails or a student decides to cancel this access for one of his/her guests, the student just removes the check mark from the box and clicks SAVE.

Immediately, the guest will be sent a CANCELTION OF BILLING REMINDER EMAILS email that looks like this:

We are sending this email to notify you that your Pepperdine student has canceled the request to have the billing reminder emails sent to you.

Therefore, effective immediately, you will no longer receive the following emails:

NEW ACTIVITY
DUE DATE REMINDER
OVERDUE BILL REMINDER

If at any time you decide you want to receive these emails again, please contact your student and he/she may update your guest account to reflect this request.

-Pepperdine University, Office of Student Accounts