Albert SIS Guest User Access Guide

Students have the option to provide other individuals select access to their Albert records.

Guest users can be granted access to the following data. Please note tat some types of information are view only, while some types of information can be updated by the guest user.
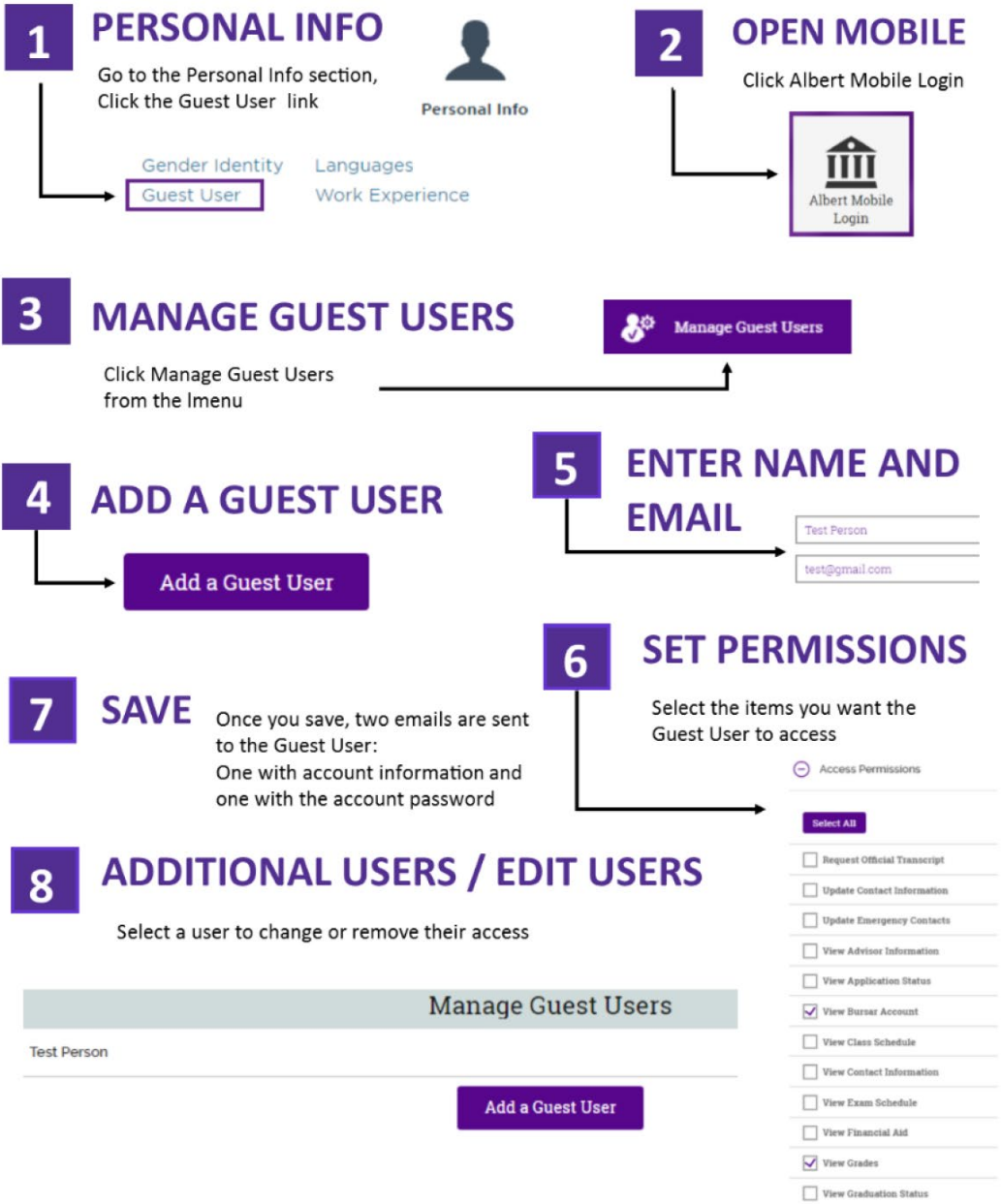
- Account Activity (view only)

- Advisor Information (view only)

- Class Schedule (view only)

- Contact Information (view and update)

- Emergency Contacts (view and update)

- Exam Schedule (view only)

- Financial Aid (view only)

- Grades (view only)

- Graduation Status (view only)

- Holds (view only)

- Shopping Cart (view only)

- To Do List (view only)

- Unofficial Transcript (view only)

How to grant access to a guest user:

To grant guests access to their records students must go to their Albert Student Center and follow the steps below:

1. Go to the Personal Info section of your Albert Student Center

2. Click on the Guest User link at the top

3. Albert Mobile will open, login to mobile

4. Click on Manage Guest Users

5. Enter the name and email address of the person you would like to give access to

6. Set the permissions for that user (what you would like them to have access to)

7. Click Save. The guest user will receive 2 emails. The first will contain basic information and their username. The second will contain their password.

8. You can return to the Manage Guest Users page at any point to add/remove/change guest user access.

Guest User Setup

1 PERSONAL INFO

Go to the Personal Info section,
Click the Guest User link

Personal Info

Gender Identity   Languages
Guest User   Work Experience

2 OPEN MOBILE

Click Albert Mobile Login

Albert Mobile Login

3 MANAGE GUEST USERS

Manage Guest Users

Click Manage Guest Users
from the lmenu

4 ADD A GUEST USER

Add a Guest User

5 ENTER NAME AND EMAIL

Test Person

test@gmail.com

6 SET PERMISSIONS

Select the items you want the
Guest User to access

⊖ Access Permissions

Select All

☐ Request Official Transcript
☐ Update Contact Information
☐ Update Emergency Contacts
☐ View Advisor Information
☐ View Application Status
☑ View Bursar Account
☐ View Class Schedule
☐ View Contact Information
☐ View Exam Schedule
☐ View Financial Aid
☑ View Grades
☐ View Graduation Status

7 SAVE

Once you save, two emails are sent
to the Guest User:
One with account information and
one with the account password

8 ADDITIONAL USERS / EDIT USERS

Select a user to change or remove their access

Manage Guest Users

Test Person

Add a Guest User

How to access Albert as a guest user:

1. Your student must first log onto Albert and enter your information to be a Guest User

2. Once they have done so, an email will be sent to you listing the items that you have been granted access to within your student's account. This email will also include your Guest User login credentials and instructions on how to access your student's Albert Mobile account as a Guest User.

3. Once you click the link from the email, select "Albert Mobile Login" from the menu.

4. Enter the username and password from the email you received.

5. After a successful sign-in, you will see your student's Albert Mobile Dashboard. Use the left-hand navigation menu to view your student's information.