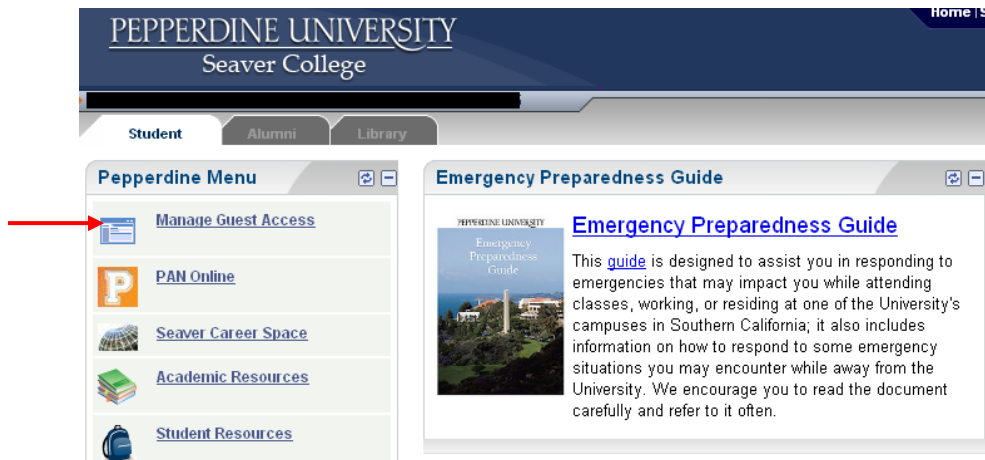# Guest Access Set Up For The Student:

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 do this for each parent or guest.

First, login to wavenet.pepperdine.edu then click on **Manage Guest Access**

Next, 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 then click **Invite Guest**. This will send them an email and they will have to fill out the requested information by following the link in the email they receive to confirm their access.

*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.

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 second 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 grant other users direct and authorized online access to 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 below to complete the online process to create your guest account in order to begin viewing the student information.

For further instructions on setting up your Guest Access account and accessing student information, you may visit http://www.pepperdine.edu/c2c/student/manageguestaccess.htm for more 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/paprd89/EMPLOYEE/EMPL/c/ZP_PEPPERDINE.ZP_GUEST_ACCESS.GBL?Var1=KWVwzmL8JO196kbCOhISS7lO53ctKOan&Var2=KyOA%2bB4zoj8%3d&Var3=2ixrDNjZk8fPuySWP2inlF7K0uvVXuBoBZDYXPhekgcV38ye8vXBzXtV9IMRyiQ

*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.)

After you fill this out, you will receive a second email, a confirmation with your own username and password. You can then log in to Wavenet.pepperdine.edu and make a payment or view the activity on your student's account.

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.