

UTA MyMav Guide

Adding Guest Access



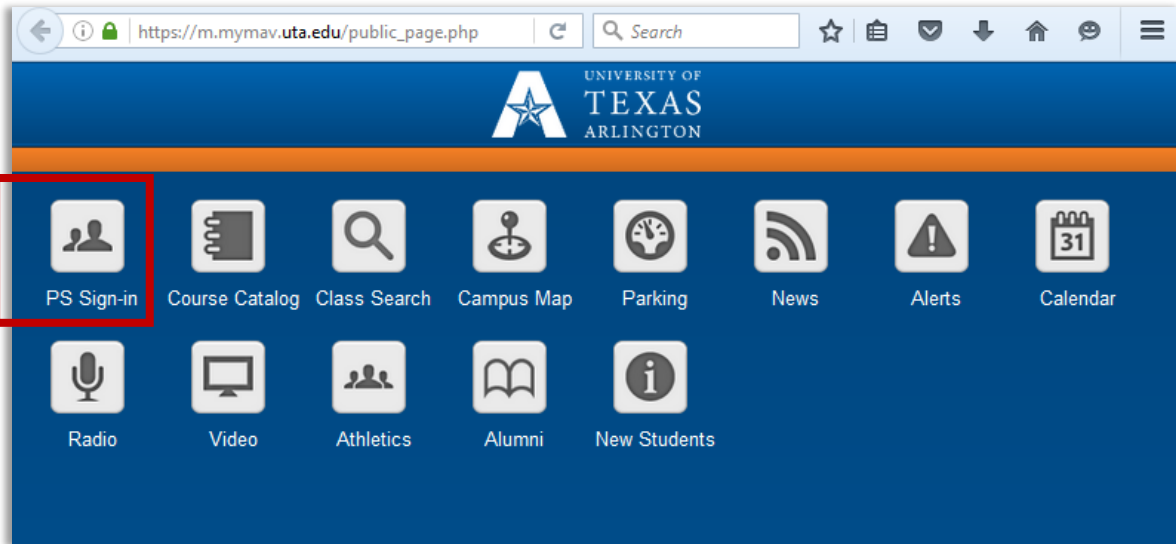
UNIVERSITY OF
TEXAS
ARLINGTON

Office of Information Technology
Office of Admissions, Records and Registration

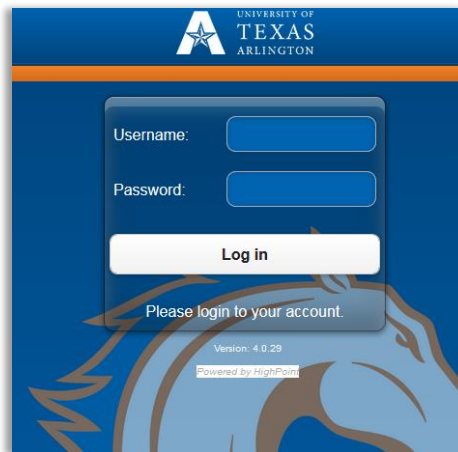
LOGIN

Please Note: Browser Screenshot are from Firefox. Screens may look different using a different browser.

1. Go to <https://m.mymav.uta.edu/>



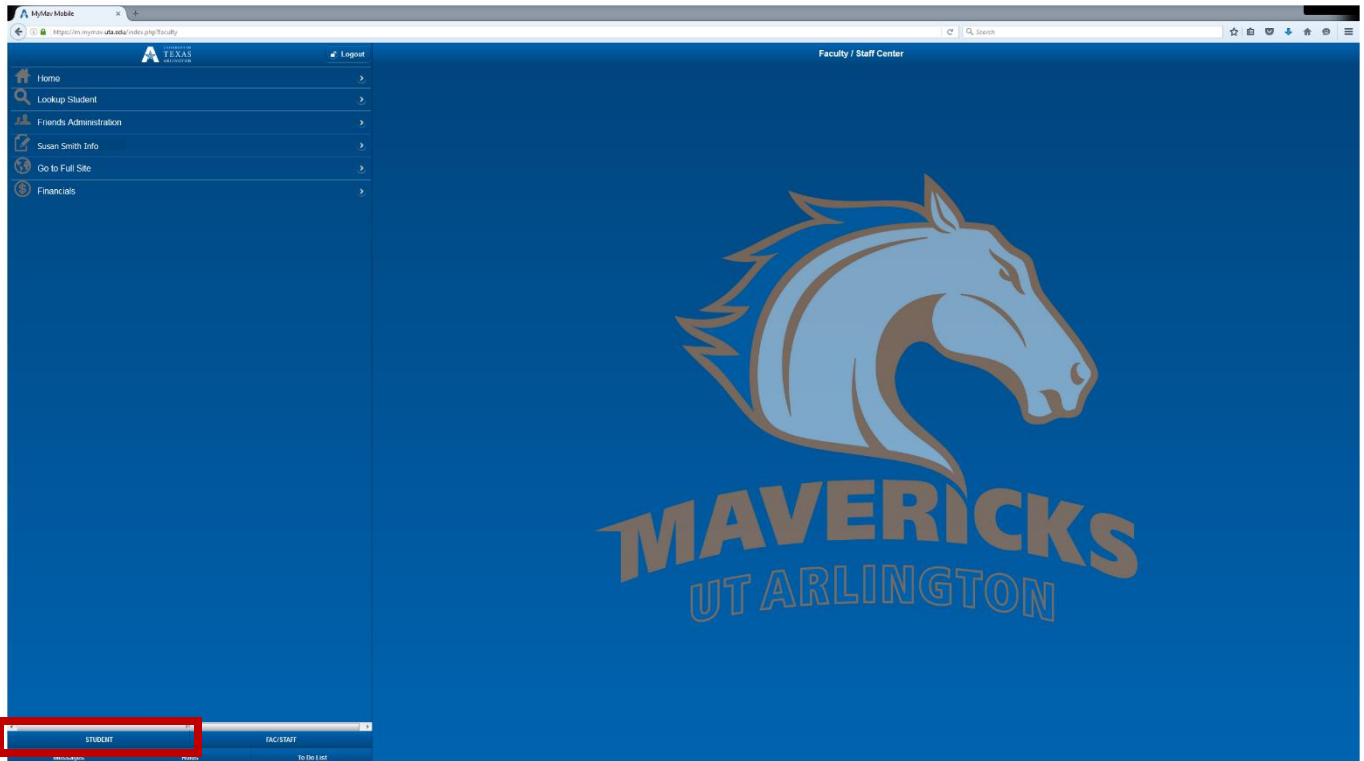
2. Click 'PS Sign-in' to login to your MyMav account. It will redirect you to the login page as seen below.



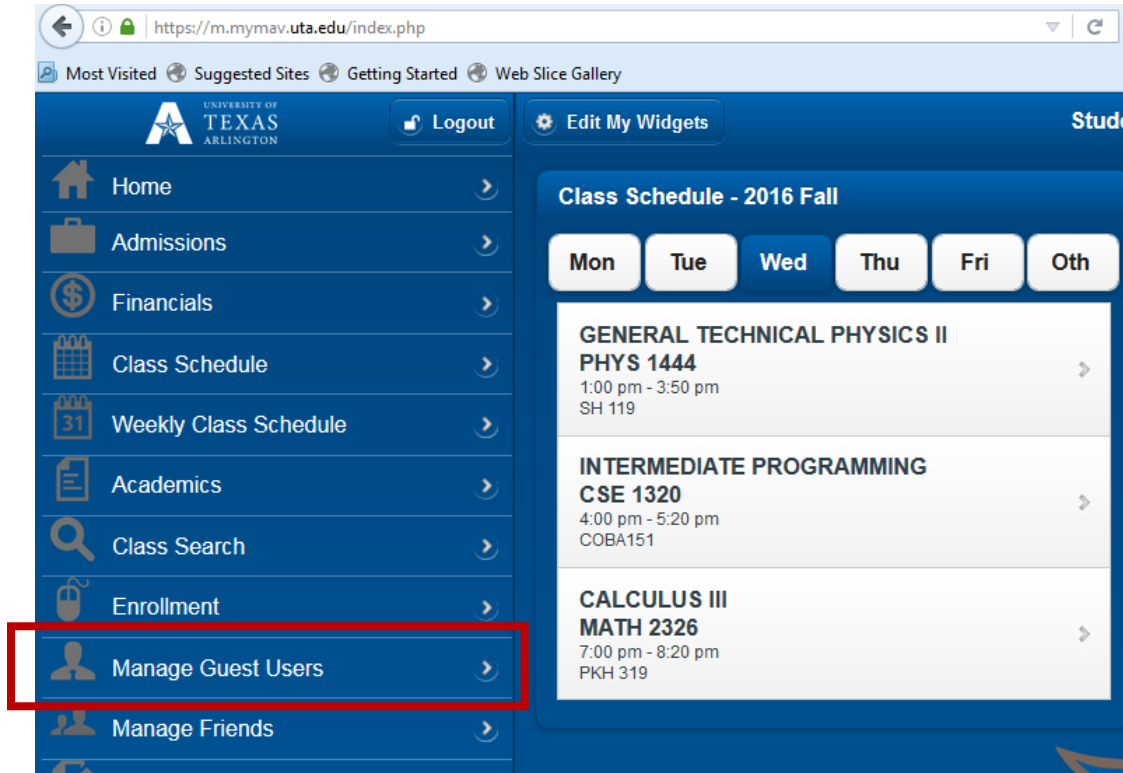
3. In the username field, enter your UTA NetID.
4. Use the password associated with your UTA NetID and click "Log in"

DELEGATING GUEST ACCESS

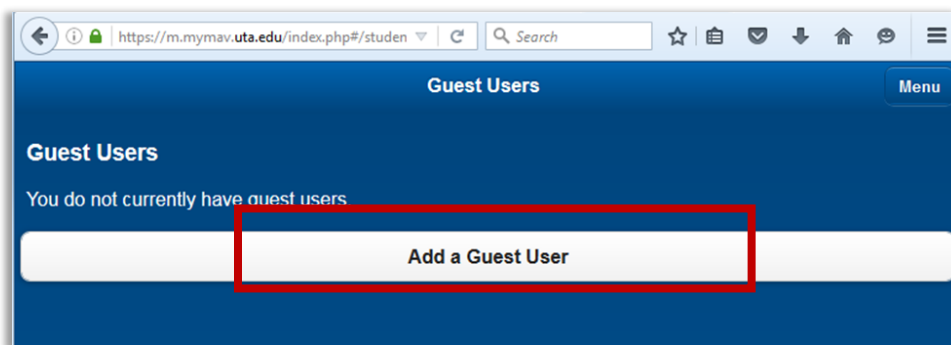
5. If you have both student and faculty roles in MyMav, you will need to click the STUDENT tab on the lower left. Delegating guest access to student records can only be performed as a student and delegates access only to specified student data.



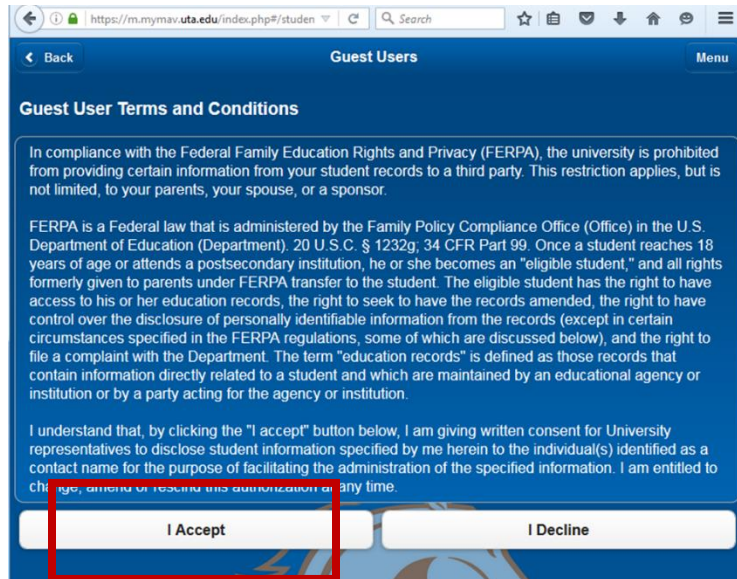
6. Click 'Manage Guest Users' tab (in the menu) on the left side of the screen.



7. Click on the 'Add a Guest User' button.



8. If you agree to the Guest User Terms and Conditions, please click 'I Accept'



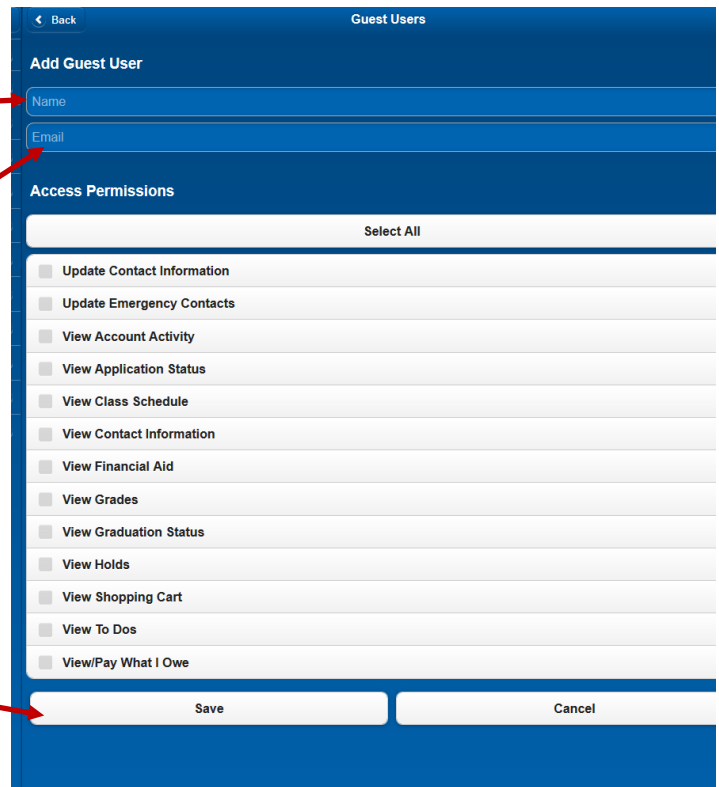
9. After accepting the terms and conditions, you will be redirected to the 'Add a Guest User page'.

10. Enter the name of the guest user, in the name field.

11. Enter the email of the guest user, in the email field.

12. Include the permissions you want the guest user to have access to by clicking the check box.

13. Click Save.



14. Both you and your Guest will be notified by email when you have granted Guest Access.



UNIVERSITY OF
TEXAS
ARLINGTON