How to Access a Student’s Account in WISER

Students at UMass Boston have the option of allowing a parent or any other person to view some or all of their records in WISER, the on-line student self-service system. A student may provide access to another person and determine what information that person will be able to view. The student may also allow the other person to pay a bill on line.

Students have full control over access to their account and may choose what data they allow another person to view and whether or not they wish to allow another person to pay their bills. Students may change or revoke the access at any time.

Staff members at UMass Boston may not give you access to a student’s account. Only the student can give you the password to access the account.

If a student has provided you with a user ID and password, follow these instructions to access the student’s record in WISER.

**Log into WISER**
- Navigate to [https://wiser.umb.edu](https://wiser.umb.edu)
- Enter the user ID you received in an email message generated by the student administration system.
- Enter the password the student has given you. **Do not share this password** with anyone else.
- Click on Sign-in.

If the Student Center is not displayed:
- On the menu on the left, click on Self Service.
- Click on Student Center.

**View the Student’s Information**
When you view the Student Center page, you will see links to various data fields in the student’s record. These will vary depending on what access the student has given you.

**Pay a Bill**
If the student has given you access to pay a bill, you will be able to click on the Make a Payment link to enter your credit card information.

Follow these steps:
- In the Finances section of the Student Center, click the Make a Payment link.

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- Click the Please Accept Agreement check box.
- Enter the student’s 8-digit ID number.
- Enter the student’s first name.
- Enter the student’s last name.
- In the Pay Amount field, enter the amount you wish to pay as Tuition and Fees.
- A non-refundable convenience fee of 2.5% will be calculated automatically after the Pay Amount is entered and will be added to your total.
- In the Email Address field, enter the email address to which you want the confirmation of this transaction to be sent.
- Click to select Credit Card.
- Select your credit card type from the dropdown menu. Note that VISA is not accepted.
- Enter your credit card number in the Account Number field.
- In the Expiration Date month dropdown menu, select the month your credit card will expire.
- In the Expiration Date year dropdown menu, select the year your credit card will expire.
- Enter the name of the credit card holder in the Name on Card field.
- Click Submit only once. If you click Submit more than once, you could create duplicate transactions.

Sign Out of WISER
When you are ready to exit WISER, remember to click in the upper right corner of any WISER page. To protect your data, do not simply close your browser window.