SELF SERVICE ACCESS OVERVIEW
Students are able to grant access through their own Self Service to selected relatives. Go to the “My Profile Tab” and then click on “Shared Access”.

- Self-Service at Ohio Wesleyan University lets students give selected relatives/others online access to student account/billing information.
- This lets the student’s relative login with a username and password to access shared student information 24/7.
- Parents with multiple students enrolled at OWU can see information about every student who has invited them to share access from the same Shared Access account.

HOW DO I SET UP MY SELF SERVICE AS A PARENT?
1. When the student grants you access, you will receive an email with a confirmation URL that you must click on to activate the account.
2. Within 24 hours of activating the account, you will receive a second email with your login information. The message will be from webadmin@owu.edu.
3. Resetting Passwords – You must use the password that was issued to you, it cannot be altered or changed. If you lose your password the student must completely reset the account. To do this they must rescind your access and then grant it again.

HOW DO I VIEW MY STUDENT’S INFORMATION?
1. Go to http://campus.owu.edu
2. Login with the information provided in the email.
3. Click on “View Student Information”.

What CAN I SEE?
1. The TMS Student Account Center portal will open up on the Summary page and will display the current balance by semester and total amount due. Note: Parentheses around any number means a credit. The account activity and summary balance due are real time and always current.
2. There are other tabs: Account Activity displays transaction detail. This defaults to all dates but can be changed to display by term.
3. The Statements tab will list all statements that have been posted to self-service. If you click on the statement that you want to view a red “View Your Bill” button will appear. Click this button to display the statement. Note: Any transaction with a negative sign in front of it or parentheses around it is a credit or reversal of a charge. Remember the statement is as of the date it was created.
4. The Payment Plan tab allows you to enroll in the monthly payment plan or displays the plan in which you are already enrolled.