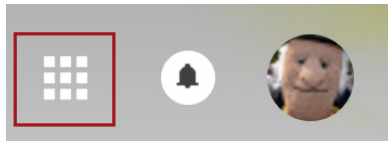




This Job Aid outlines the necessary steps to add a parent or guest user to your Deacon Dining account and how to view your account settings. It's important to note, only you as the account holder can add a guest user. The good news is, it is a quick and easy process! Let's get started.

## 1. How do I access my account?

From your Wake Forest Gmail account click on the Google Apps icon.

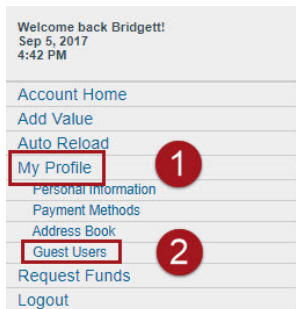


The Google Apps window opens, click More. Click on the Deacon Dining App.



## 2. How do I set up a parent or authorized user on my account?

After you launch the Deacon Dining Google App, click 'My Profile' and 'Guest Users'.




Cardholder Website / My Profile / Personal Information

### Personal Information

#### Personal & Contact Information

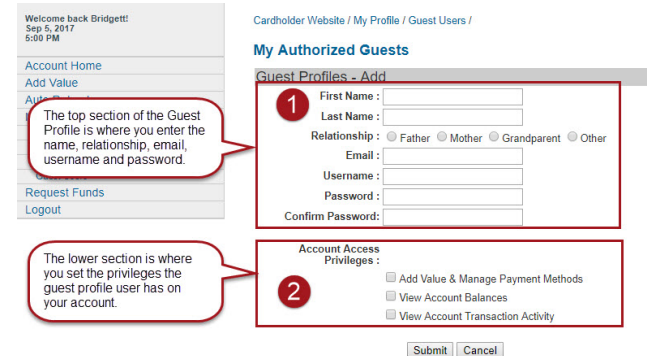
Name : Bridgett Clancy  
 Phone :  
 Email Address : clancybt@wfu.edu

Upload Photo  
 Choose File No file chosen  
 upload



★ Please note, only you as the account holder, has the ability to add a parent or guest user to your Deacon Dining account. You also establish the type of access your guest user has to your account.

First, click 'Add New'. Enter your parent or guest user's name, relationship, email, password and level of access they will have on your account. If you do not check any boxes under Account Access Privileges, the guest user will not be able to see or perform any tasks on the account. Lastly, click submit.



## 3. How do I view my transaction information?

From the home screen, click View Transactions. The View Transactions window opens and shows your account details.

