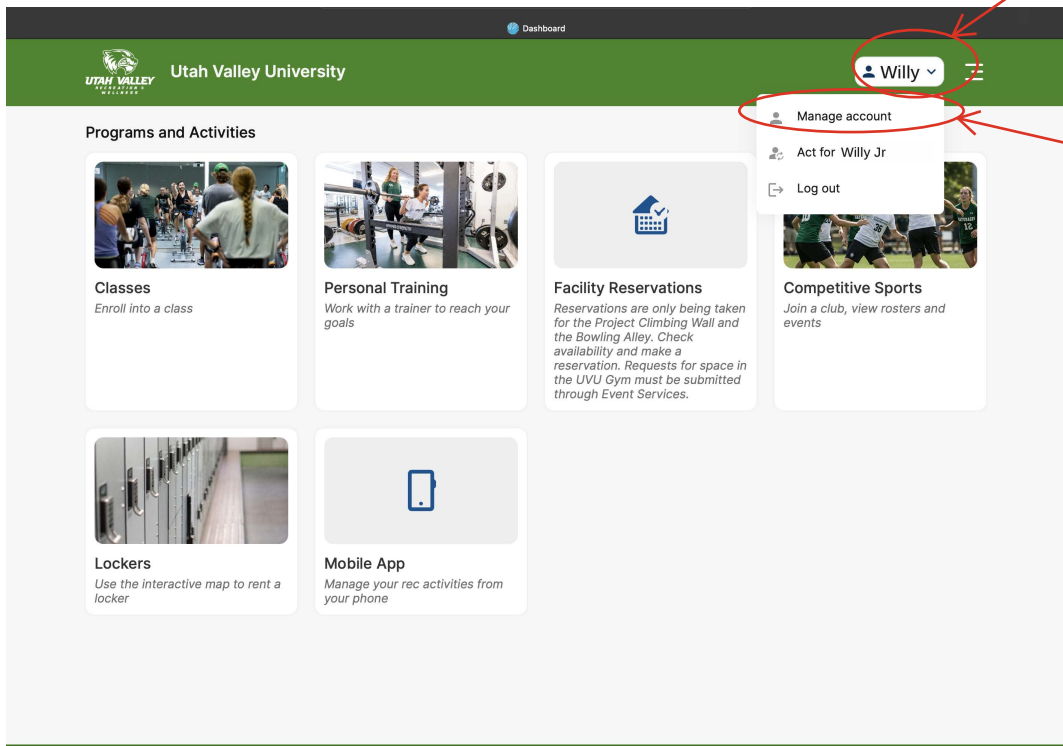
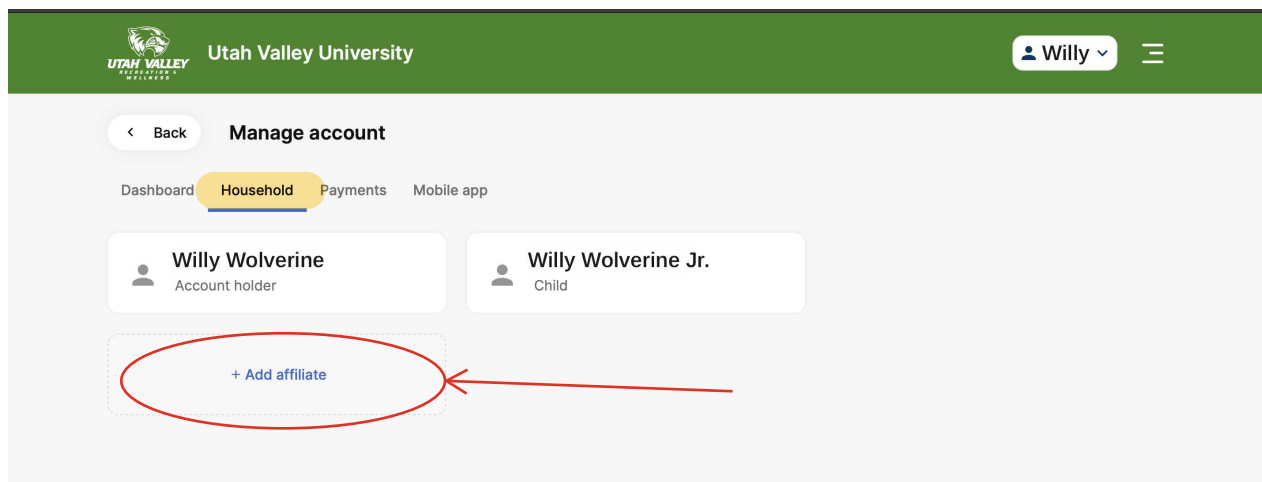


# How to Add a Spouse or Child to Your DSEREC Account

1. Sign into DSEREC using Single Sign-On (SSO) and enter your UVU Credentials. You will be redirected to your account dashboard
2. Click on your name on the top right. Select "Manage account".



3. Select 'Household'. Then Select "+ Add affiliate"



4. Update spouse/partner's or child's information by filling in all starred entries. Click 'Add' when complete. Their Account will then show in 'Household' Accounts.

The screenshot shows the 'Add affiliate' form on the Utah Valley University website. The form includes a header with the university logo and the user's name 'Willy'. Below the header, there is a 'Back' button and the title 'Add affiliate'. The main form area contains a message: 'Affiliate already has an account? [Link existing account](#)'. Below this, there are several input fields: 'First name \*', 'Last name \*', 'Date of birth \*' (with a placeholder 'mm/dd/yyyy'), 'Gender \*' (with a 'Select' dropdown), 'Contact phone \*', 'Notification email', 'Affiliations' (with a 'Select' dropdown), and 'Relationship (who are you adding) \*' (with a 'Select' dropdown). At the bottom right of the form, there are two buttons: 'Cancel' and 'Add'. The 'Add' button is circled in red, and a red arrow points to it from the right.

5. If your spouse/partner or child has an existing account in DSE. Select 'Link existing account'.

The screenshot shows the 'Add affiliate' form on the Utah Valley University website. The header and user information are the same as in the previous screenshot. The main form area contains the message: 'Affiliate already has an account? [Link existing account](#)'. This link is circled in red, and a red arrow points to it from the right. Below the link, there are input fields for 'First name \*', 'Last name \*', 'Date of birth \*' (with a placeholder 'mm/dd/yyyy'), and 'Gender \*' (with a 'Select' dropdown). The 'Add' button is visible at the bottom right of the form.

6. Enter their email address and Relationship and select 'Add'. An email will be sent to them to approve linking accounts. Once approved, they will show in 'Household' Accounts. The UVU Gym Front Desk can also assist in adding affiliates.

The screenshot shows the 'Link existing account' form on the Utah Valley University website. The header and user information are the same as in the previous screenshots. The main form area contains a message: 'Linked affiliate will receive the email with confirmation link. After confirmation accounts will be linked.' Below this, there are input fields for 'Email \*' and 'Relationship (who are you adding) \*' (with a 'Select' dropdown). At the bottom right of the form, there are two buttons: 'Cancel' and 'Add'.