

Students have the ability to name individuals as third-party proxy users, such as parents or guardians, so that person can access the student's academic record and/or financial information. Once a student has added a third-party user via the Manage My Friends and Family task, the user will be able to log in to Workday.

WORKDAY LOGIN INFORMATION

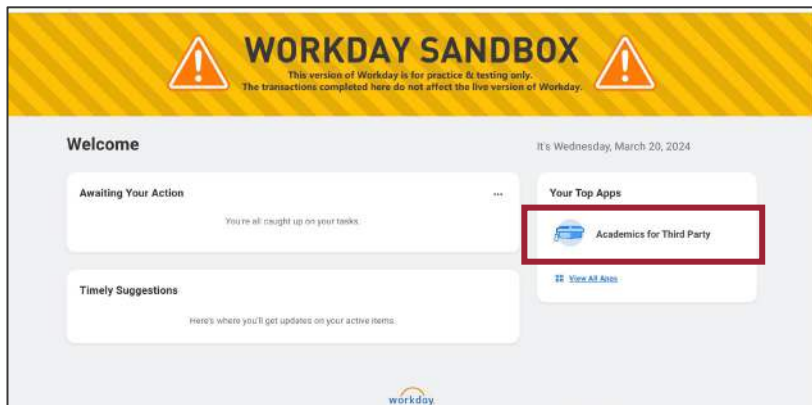
The third-party user will receive two emails from Workday; one contains the username and one contains the initial password. Once those emails are received, login at:

<https://wd5.myworkday.com/wday/authgwy/uasys/login.html?redirect=n>

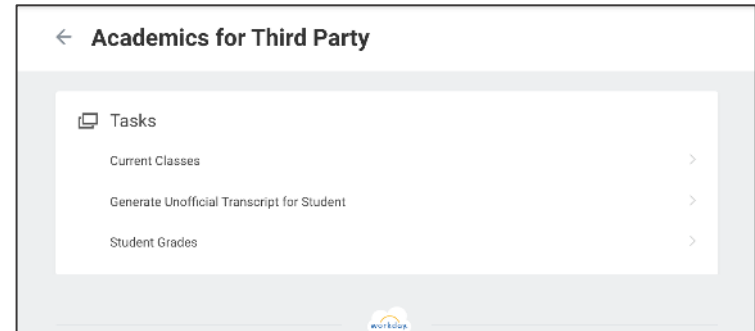
At first login, the user will be prompted to set a password of their choice.

NAVIGATING WORKDAY

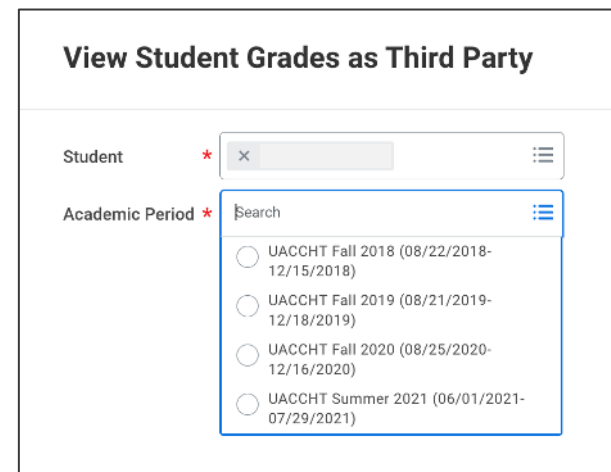
Once logged in to Workday, applications related to the student's academic record will appear in the Your Top Apps section. Select **Academics for Third Party** to see academic information



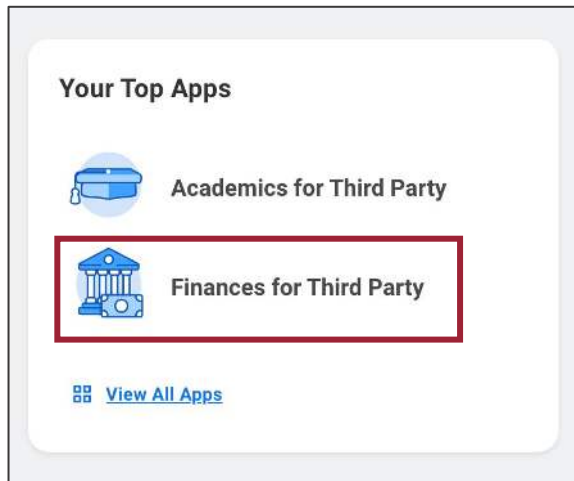
Information will display based on the permissions selected by the student. Click into each task for more information.



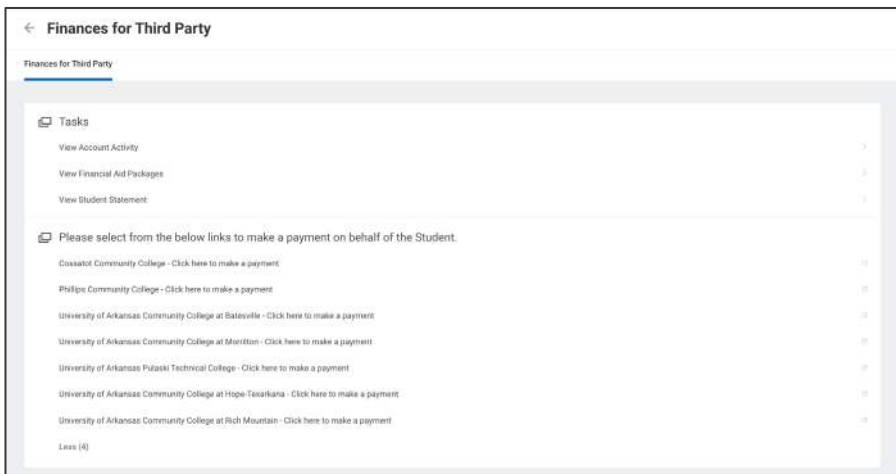
Note: Some tasks may ask for Academic Period – this is akin to semester. Click into the box to see available academic periods.



The Workday home page will also display a Finances for Third Party application that you can access if the student has granted you finance permissions.



Selecting the app will display available items. If making a payment, be sure to select the correct institution's link.



LINKING AN ADDITIONAL RECORD

If you have already been designated as a third-party user and an additional student adds you to their record (such as a second child), you will maintain the same username and password. You will receive an email from Workday confirming you would like to be linked to an additional record.

Login to Workday and click in to the Manage Permissions task on the home page and click Approve.

