THIRD PARTY ACCESS PERMISSIONS

Description: This quick guide explains how to grant third party access to parents, friends or family to make payments, view your financial aid package, account activity, registered courses, and grades.

Applies to: Students

THIRD PARTY ACCESS IN WORKDAY

1. From your Workday home page, search for the Manage Permissions for My Third Party task.

2. Click Third Party and select the person you wish to grant access to your information, and click OK.

3. Review Tasks Available for Third Party User, select and/or unselect any task you wish to grant third party access to, and click OK.

Note: Manage Permissions for My Third Party is part of the onboarding event each academic period.

Note: You can adjust Third Party Access at any point.
4. Read the Privacy Release Authorization Waiver
   a. Review the tasks you have given Third Party User Access to
   b. For Purpose of Waiver type, “To grant third party access to requested information.”
   c. Click Confirm and Submit.