workday. student | SUFFOLK UNIVERSITY BOSTON
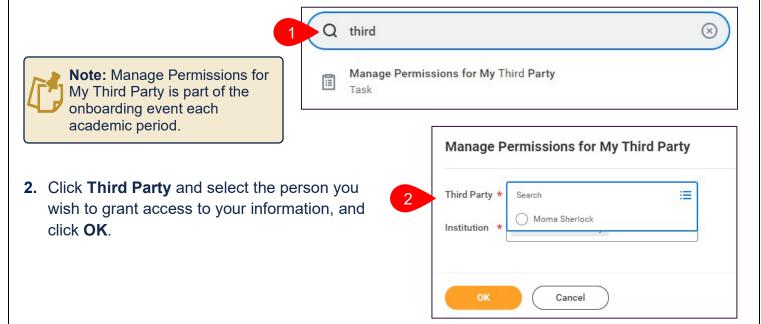
...Transforming the educational journey.

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.
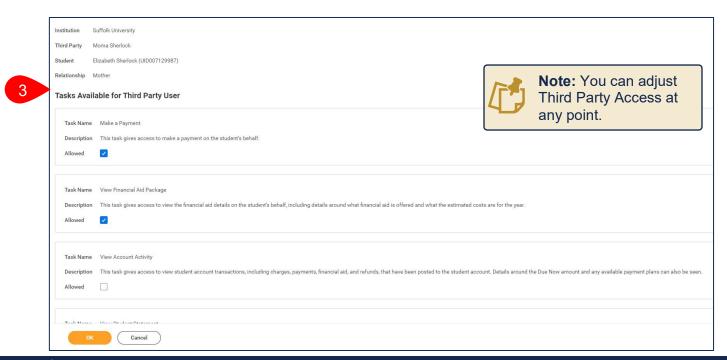
Applies to: Students

THIRD PARTY ACCESS IN WORKDAY

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

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

1 — Q third ⊗

📋 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**.

2 —

Manage Permissions for My Third Party

Third Party * | Search ≡
○ Moma Sherlock

Institution *

OK   Cancel

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**.

3

Institution	Suffolk University
Third Party	Moma Sherlock
Student	Elizabeth Sherlock (UID007129987)
Relationship	Mother

> **Note:** You can adjust Third Party Access at any point.

Tasks Available for Third Party User

Task Name	Make a Payment
Description	This task gives access to make a payment on the student's behalf.
Allowed	☑

Task Name	View Financial Aid Package
Description	This task gives access to view the financial aid details on the student's behalf, including details around what financial aid is offered and what the estimated costs are for the year.
Allowed	☑

Task Name	View Account Activity
Description	This task gives access to view student account transactions, including charges, payments, financial aid, and refunds, that have been posted to the student account. Details around the Due Now amount and any available payment plans can also be seen.
Allowed	☐

Task Name   View Student Statement

OK   Cancel

4. Read the Privacy Release Authorization Wavier

    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**.

Privacy Release Authorization Waiver

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Suffolk University generally will not release personally identifiable information from a student's education record without the student's prior written consent; except in the limited circumstances where FERPA allows disclosure without student consent. The University may disclose to third-parties any student information that it has designated as directory information, provided that the student has not restricted such information from disclosure. Suffolk University has designated the following as directory information: name, address, e-mail address, telephone listing, photograph, date and place of birth, grade level, enrollment status, dates of attendance, major field of study, degrees, honors and awards received, participation in officially recognized activities and sports, height and weight of members of athletic teams, and the most recent educational agency or institution attended.

Further information regarding FERPA and your privacy rights pertinent to undergraduate and graduate students can be found here; law students can be found here.

Student Consent is required for Suffolk University to release educational records such as, but not limited to, grades, grade point average (GPA), credit hours, financial information, disciplinary actions, etc.

Elizabeth Sherlock (UID007129987) is allowing Moma Sherlock to have access to the following tasks:

Make a Payment
View Current Classes
View Financial Aid Package
View Student Statement (With Courses)

Purpose of Waiver *

[Normal | B I U A | ☰ 🔗]

To grant third party access to requested information

I understand and acknowledge that the person(s) I have identified will have access to log on and view the otherwise private educational record information I have selected. This access can be rescinded at any time by the student and will expire at the time of graduation or withdrawal from the institution. I further acknowledge that if I wish to request that private educational record information not available through this self-service system to be shared to a third party, I must do so in accordance with University policy. More information for undergraduate and graduate students can be found here; law students can be found here.

Confirm * ☑

Submit   Cancel