# Providing Third-Party Access

This process will allow you to give parents and/or guardians access to view your financial aid status, make payments, and/or view statements on your behalf.

After logging into Workday, follow the steps below to carry out the process.

On your homepage, click the icon in the top-right corner and select "View Profile" directly under your name (see arrows below).
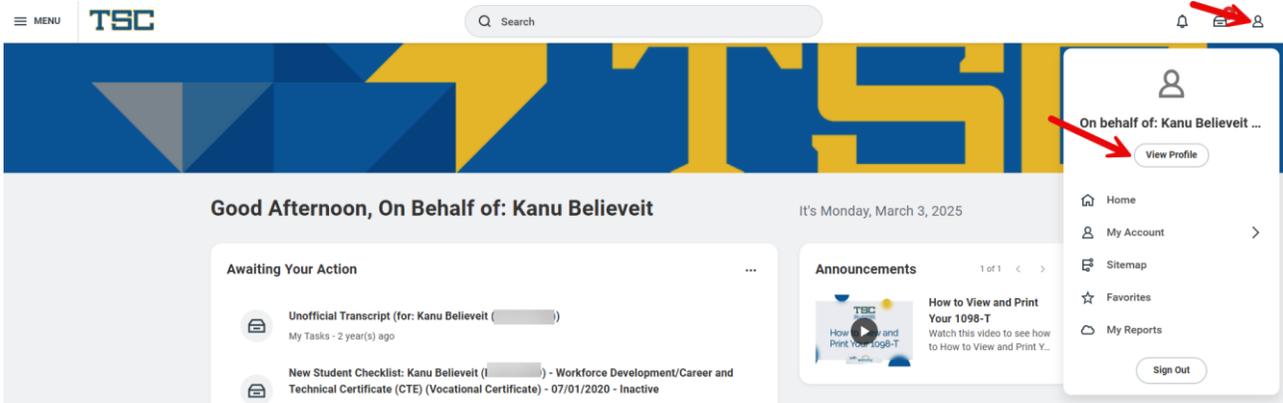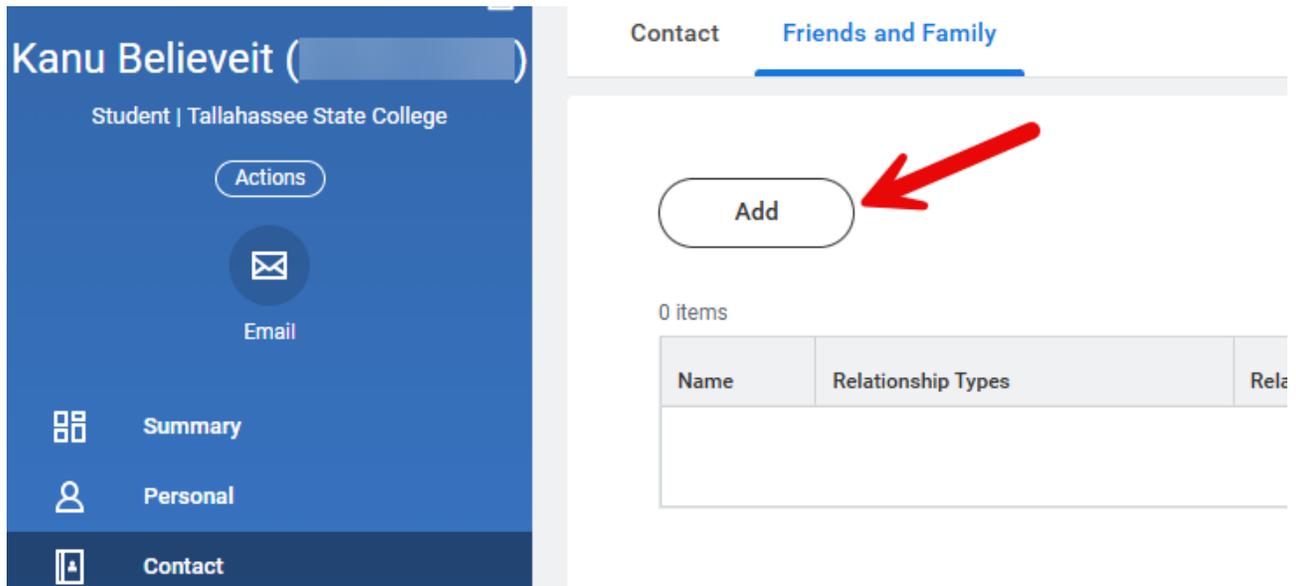

Click "Contact" in the left-hand pane, then select the "Friends and Family" tab (see arrow below).
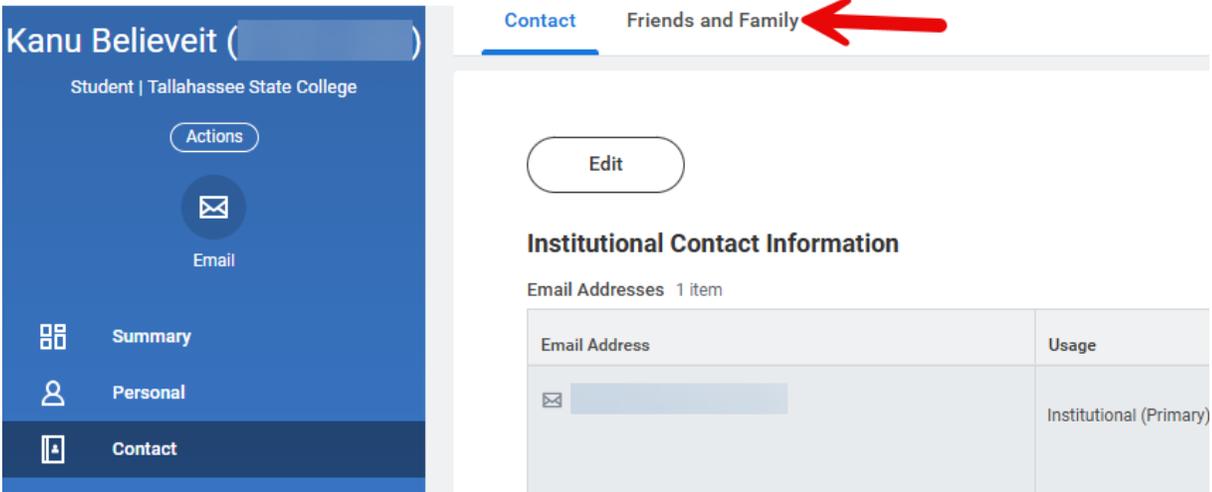
This will display any current emergency contact information. To add a third-party user, click the "Add" button (see arrow below).

Select a "Relationship Type" (required) and "Relationship" (optional), check the box next to "Is Third-Party User" (see arrow below), then click on "Contact Information" (see highlighted box below) and complete all fields marked with a red asterisk. Click "OK" at the bottom of the window when finished.
*(NOTE: You **must** enter an email address for the contact to receive third-party access.)*

This will take you back to the "Friends and Family" page, with the new contact added to your list.

To provide third-party access, you will need to click on the "Actions" dropdown next to the new contact's name and select "Manage Permissions for My Third Party" (see arrows below).
(NOTE: This can only be done for contacts with "Yes" listed in the "Third Party" column.)
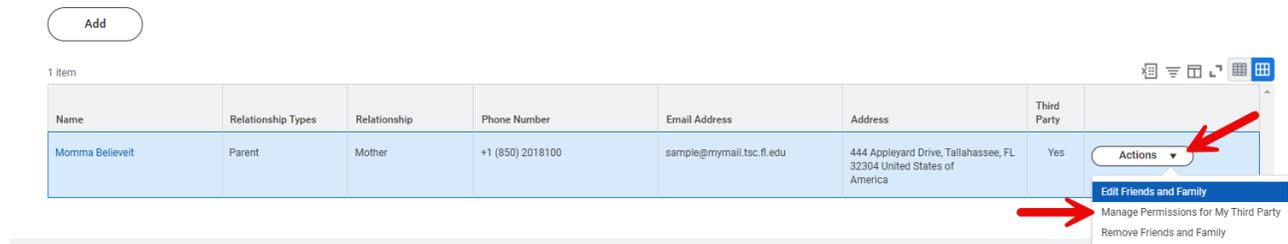
Verify that the "Third Party" and "Institution" information are correct, then click "OK." On the next page, select all options to which you would like to grant this person access (see arrows below), then click "OK" at the bottom.

Review the text on the next page, then type the *exact* name of the individual to whom you are granting access in the "Purpose of Waiver" box, check the box next to "Confirm" (see arrows below), and finally, click "Submit" at the bottom.

You will receive confirmation. Click the gold "Done" button to complete and return to your "Friends and Family" page. Those with third-party access will show with a "yes" in the column highlighted below. You can give different access to each person if necessary.

Be sure to notify the person(s) to whom you have given third-party access. They will need to check their email and follow the steps given to create their own Workday account. Once they have done this, they will be able to log in and access the areas you have authorized.