

Add and Edit Friends and Family/Third Party Users

Student

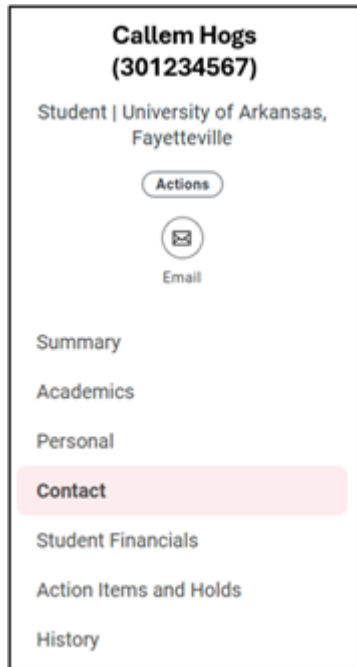
This quick reference guide (QRG) provides instructions on how to add and edit your friends and family in Workday. Additionally, this QRG explains how to grant Friends and Family members third-party access to your student information.

To add friends and family to your Workday account, complete the following steps.

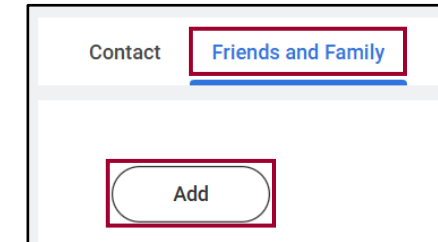
Add Friends and Family

From the Workday Home page:

1. Click the **Profile Icon** or your **Photo** in the top, right-hand corner of the page.
2. Click **View Profile**.
3. Select **Contact** from the menu beneath your name and ID number.



4. Select the **Friends and Family** tab.
5. Click **Add**.

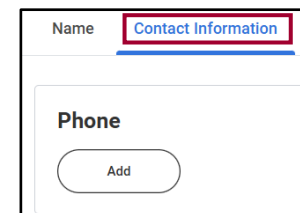


6. Select **Emergency Contact** in the Relationship Type field from the dropdown list. You may specify what relationship the person has to you (i.e. father, sister, spouse, employer, etc.) from the Relationship field.
7. If you would like for this person to be granted third party access to your student account, check the **Is Third Party User** checkbox.



Note: If you check the "Is Third Party User" checkbox, an alert will populate, stating: "You must still grant permissions to this third-party user. After you complete this task, access the Manage Permissions for Third Party task that displays on your Friends and Family profile group." Continue following these instructions to add your friend or family to your account, then follow the steps on page 2 to grant permissions to this user.

8. Enter the friend or family member's **First Name** and **Last Name** in the corresponding fields.
9. Select the **Contact Information** tab.



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10. Click the **Add** button and a **Phone** number, **Address**, and **Email** for your family or friend.
11. Click **OK**.
12. Click **Done**.

Manage Third Party Permissions

From the Friends and Family tab:

1. Click the **Actions** button located on the row of the person to whom you wish to grant third party permissions.
2. Select **Manage Permissions for My Third Party** from the dropdown list.

Third Party	Actions
Yes	Actions ▼ Edit Friends and Family Manage Permissions for My Third Party Remove Friends and Family

3. Click **OK**.



Note: The **Manage Permissions for My Third Party** button is only available on an internet browser, not the Workday app.

4. Check the **Allowed** checkbox for all tasks you would like to grant your third-party user access to. Leaving a box unchecked means your third-party user will not have access to that specific task/information.

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

5. Click **OK**.
6. Enter a reason for granting this permission into the **Purpose of Waiver** field. For example: "Giving my parent access to pay my bill."

Purpose of Waiver *	Normal ▼ B I U A ▼ : = ☒ ☑ Giving my parent access to pay my bill.
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7. Check the **Confirm** checkbox.
8. Click **Submit**.

Confirm *	☒
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Note: A friend or family member must be designated as a third-party user and have their own valid email in Workday to receive third party access. No one outside UAF can access your student records without having third party permissions granted in Workday.