WORKDAY STUDENT:
THIRD PARTY ACCESS - PARENT GUIDE

In Workday, your student may choose to give you access to their academic record to view items such as class schedules, grades, financial information, and payments. Students may authorize this access using the Friends and Family task in Workday and identifying which individuals should be Third Party Users.

STEP ONE - STUDENTS

1. Your student will complete the Friends and Family task during student onboarding. They may also edit this task at any time. (Student Profile > Contact > Friends and Family)

2. To add you as a Third Party User, your student should check the box labeled "is Third Party User," provide your contact information (phone number, address, and email), and follow the steps to manage your permissions within Workday.

STEP TWO - FRIENDS & FAMILY

Account Set Up: After your student adds you as a Third Party User, you will receive three emails from Workday. These messages contain:

1. Your username (email 1)
2. Your temporary password (email 2)
3. Links and important information about using Workday, **sis.uark.edu/workday-student/parents.php**. (email 3)

Log in to Workday using your username and temporary password. You will be prompted to set a new password the first time you log in. Your username cannot be changed. If you need to reset your password, you will need your username and email address.

IMPORTANT TIPS

*If additional students add you as a Third Party User, you will not receive new login credentials. You will continue to use the username and password you have already set up.

*If additional students add you as a Third Party User, you should log in to Workday to approve linking your accounts.

*If you forget your username, your student may view your username in their account by navigating to Student Profile > Contact.

*Third Party Users should log in using a web browser. The Workday app is currently only available to students and employees.

RESOURCES

Click the links below to learn more.

Student Demo Video	3rd Party Demo Video	Support Website	3rd Party Login

UNIVERSITY OF ARKANSAS

If you have any technical troubles, please email wstudent@uark.edu.