

# 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 (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. You will need to log in to Workday to approve linking your accounts.
- If you forget your username, email [wstudent@uark.edu](mailto:wstudent@uark.edu) for assistance.
- Third Party Users can log in using a web browser with [this log in page](#).
- The Workday app is currently only available to students and employees at the University of Arkansas.

## RESOURCES

Click the links below to learn more.

[Student Demo Video](#)

[Third Party Login](#)

[Third Party Demo Video](#)

[Support Website](#)



If you have any technical difficulties or questions, please email [wstudent@uark.edu](mailto:wstudent@uark.edu).