As a student, you have the ability to grant permission to a parent, guardian, or other third party to view and access particular information and Workday functions on your behalf.

There are a few steps you'll need to follow in order to set up permissions for a third party user. After following these steps, the third party user will have to follow their own set of steps in order to create and activate their account.

Steps

1. Log in to Workday.
2. Go to your **Friends and Family** page (you can find it under the **Contacts** tab in your student profile; this is where you add/manage emergency contacts as a student).

![Image of menu options]

3. Edit an existing contact (from the **Actions** menu on the rightmost table column) or **Add** a new one.
4. Check the **Proxy User** checkbox at the top of the page and make sure that the contact has an email address added.

5. Save any changes you have made to the contact.
6. Back on the Friends and Family page, click the **Actions** button and select **Manage Permissions for Third Party**. You'll only be able to choose this option for contacts designated as a *Third Party* or *Proxy User* (see steps above).

7. Confirm the third party for whom you are managing permissions, then click **OK** to proceed.
8. Select the appropriate permissions for the third party user, then click **OK** to proceed.

- If you grant third party permission to view your student statement without course information, an additional checkbox option will display regarding display of charges by course.

9. Complete the FERPA waiver on the following screen.

- To complete the form, fill out the **Purpose of Waiver** field with a short description of why you are granting the college permission to release the selected information to this third party.
Check the **Confirm** checkbox.
Click **Submit** to complete the process.

Next Up

Now that you've granted third party permissions in Workday, that third party will have to follow a few additional activation steps in order to access the permitted tasks/info on your behalf.

A link to the activation instructions will be sent to their email on file in Workday. You can also refer them to the instructions here.