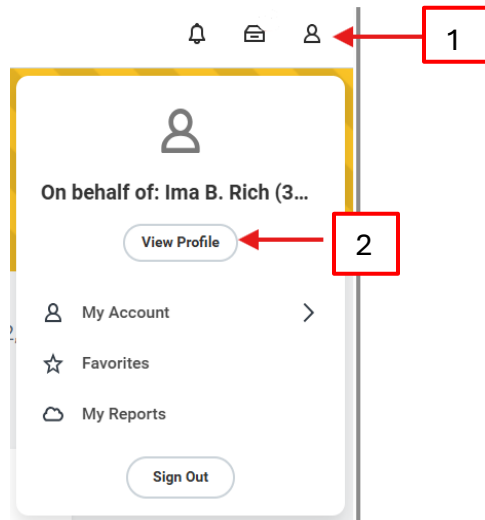


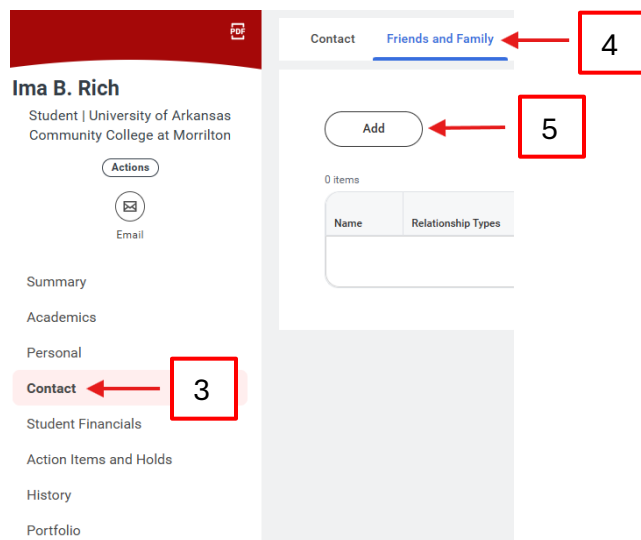
CONFIGURE MY FRIENDS AND FAMILY

From the Workday Home Page:

1. Click the **Profile Icon** in the top right-hand corner of the page.
2. Click the **View Profile** button



3. Select **Contact** from the 'Student Profile Menu'.
4. Select the **Friends and Family** tab.
5. Click the **Add** button.



6. Choose the appropriate **Relationship Type** from the dropdown list. If you would like for this person to be granted third-party access check the **Is Third Party User** checkbox.
7. Enter the friend or family member's **First Name** and **Last Name** in the corresponding fields.
8. Select the **Contact Information** tab.

This screenshot shows the 'Add My Friends and Family' form. A red box labeled '6' points to the 'Relationship Types' dropdown menu, which has 'Emergency Contact' selected. Another red box labeled '6' points to the 'Is Third Party User' checkbox, which is checked. Below this, a red box labeled '8' points to the 'Contact Information' tab. Further down, red boxes labeled '7' point to the 'First Name' field (containing 'Timber') and the 'Last Name' field (containing 'Wolves').

9. Click the **Add** button and enter the friend or family member's contact information for **Phone**, **Address**, and **Email**. *Note: Third Party users must have a valid email address entered in order to access your records via Workday.*

Name Contact Information

Phone

Add

9

Address

Add

9

Email

Email Address * twolves@uaccc.edu

9

Type * X Work

Primary Work ☒

Primary Home ☐

Use For

Visibility ☒ Public

Comments

Remove

10. Click **OK**.

11. Click **Done**.

12. You will now see your contact listed under **Friends and Family**. To the right of their name click on the **Actions** button.

13. Select **Manage Permissions for My Third Party** from the drop-down list.

14. Click **OK**.

15. Check the **Allowed** checkbox for all tasks for which you would like to grant the third-party access.

Manage Permissions for My Third Party



Institution University of Arkansas Community College at Morrilton

Third Party Timber Wolve

Student Ima B. Rich (

Relationship Mother

Tasks Available for Third Party User

Task Name Make a Payment

Description This task gives access to make a payment on the student's behalf.

Allowed ☐

15

16. Click **OK**.

17. Enter a reason for granting this permission into the Purpose of Waiver field.

18. Check the **Confirm** checkbox.

19. Click **Submit**.

Manage Permissions for My Third Party



Privacy Release Authorization Waiver

In compliance with the federal Family Educational Rights and Privacy Act of 1974 (FERPA), University of Arkansas Community College at Morrilton is prohibited from providing certain information from your student records to another person. This information includes information regarding your student's grades, billing, tuition and fees, financial aid (including scholarships, grants, work-study, or loan amounts) and other student record information. This restriction applies, but is not limited to, your parents, your spouse, or a sponsor. Completion of this Third Party Permissions form grants the University of Arkansas Community College at Morrilton permission to release information about your student records to another person that you have designated. You must complete the Third Party Permissions form for each person to whom you grant access to information from your student records.

The following is a summary of the access to your student account that you have authorized to a third party. This access overrides all FERPA restrictions that you have previously set up on your student account for the individual indicated below. For more information on FERPA, visit <https://www.uaccc.edu/student/ferpa/index.html>

Ima B. Rich (300001458) is allowing Timber Wolve to have access to the following tasks:

Make a Payment

Purpose of Waiver *

Normal

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Giving my parent access to pay my bill.

17

By clicking "Confirm," I grant University of Arkansas Community College at Morrilton permission to release my student records information to the individual named above. I understand that this authorization will remain in effect until I cancel it. I understand that University of Arkansas Community College at Morrilton is not responsible for information delivered to an unintended address or email forwarded by the recipient.

Confirm ☒

18

enter your comment

Comment

19

Submit

Cancel

REMOVE FRIENDS AND FAMILY

At any time, a student can remove third-party access.

1. From the My Friends and Family tab, click the **Actions** button in the row of the person whom you wish to remove third-party permission.
2. Select **Remove Friends and Family** from the dropdown list.
3. Check the **Confirm** checkbox.
4. Click **OK**.

Contact Friends and Family My Friends & Family with Third Party Access

Add

1 item

Name	Relationship Types	Relationship	Phone Number	Email Address	Address	Third Party	Actions
Timber Wolves	Emergency Contact	Mother		twolves@uacorn.edu		Yes	Actions

2

1

3

4

Are you sure you want to remove:

Friends and Family Timber Wolves

For Ima B. Rich

Confirm



3

Note: If you have entered incorrect contact information for a third-party user, remove the user then re-add them with the correct information.

4

OK

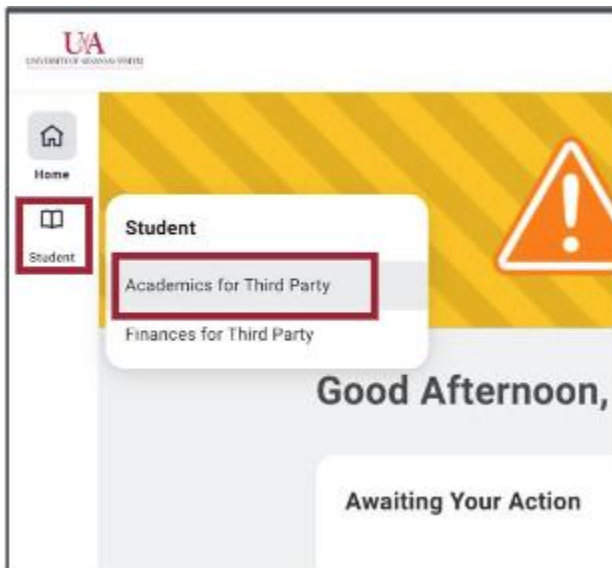
Cancel

Third Party Access to Workday

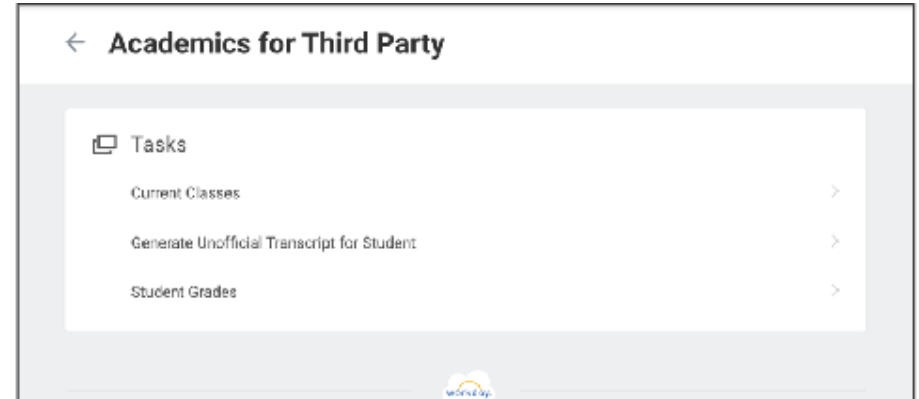
Once the student has completed all steps above to grant permissions, the third-party user will receive three emails from Workday; one contains the username, one contains the initial password, and one provides instructions on how to proceed. Once those emails are received, login at:

<https://wd5-identity.myworkday.com/wday/authgwy/uasys/upc/login?redirect=n>

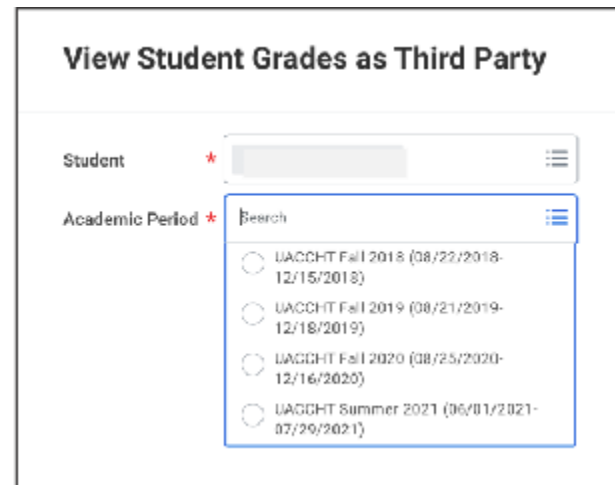
Once logged in to Workday, hover over the **Student** icon on the left-hand menu, then select **Academics for Third Party** to see academic information.



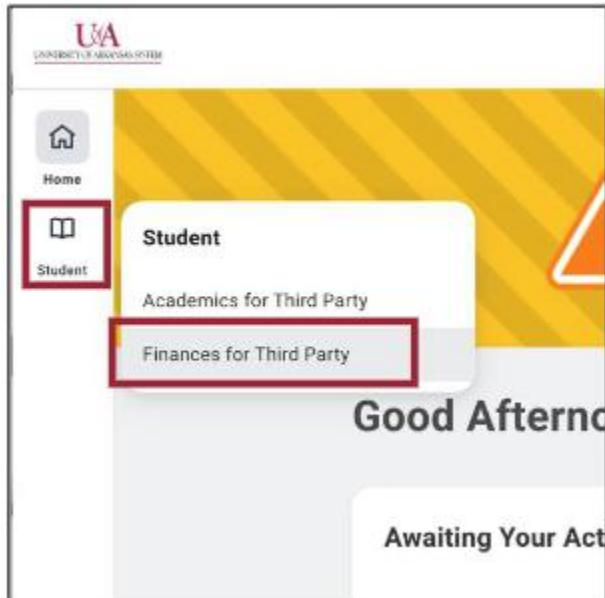
Information will display based on the permissions selected by the student. Click into each task for more information.



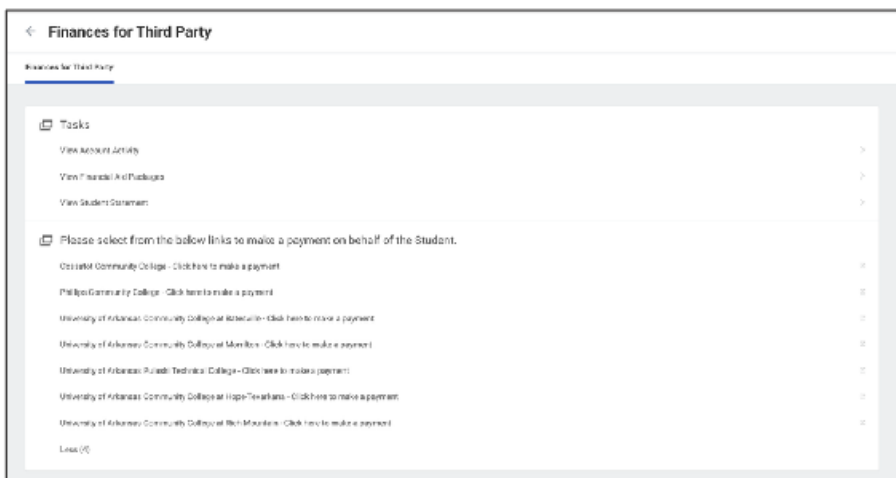
Note: Some tasks may ask for Academic Period- otherwise known as semester. Click into the box to see available academic periods.



If the student has granted permission for finances, hover over **Student** icon on the left-hand menu, then select **Finances for Third Party**.



You will see a display of available items. If making a payment, be sure to select the **UACCM** link.



LINKING TO ADDITIONAL STUDENTS

If you have already been designated as a third-party user and an additional student adds you to their record (such as a second child), you will maintain the same username and password. You will receive an email from Workday confirming you would like to be linked to the additional student record.

After logging into Workday, click in to the **Manage Permissions** task on the home page and click **Approve**.

