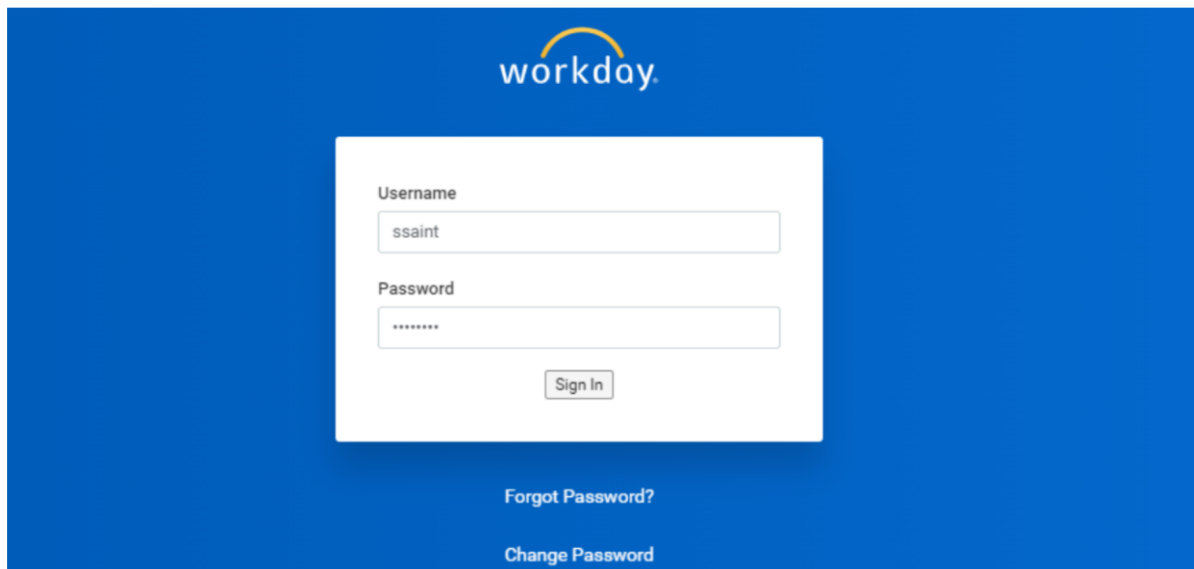


# Accessing Student Records as a Third-Party User

## 1. Sign In to your Workday Account

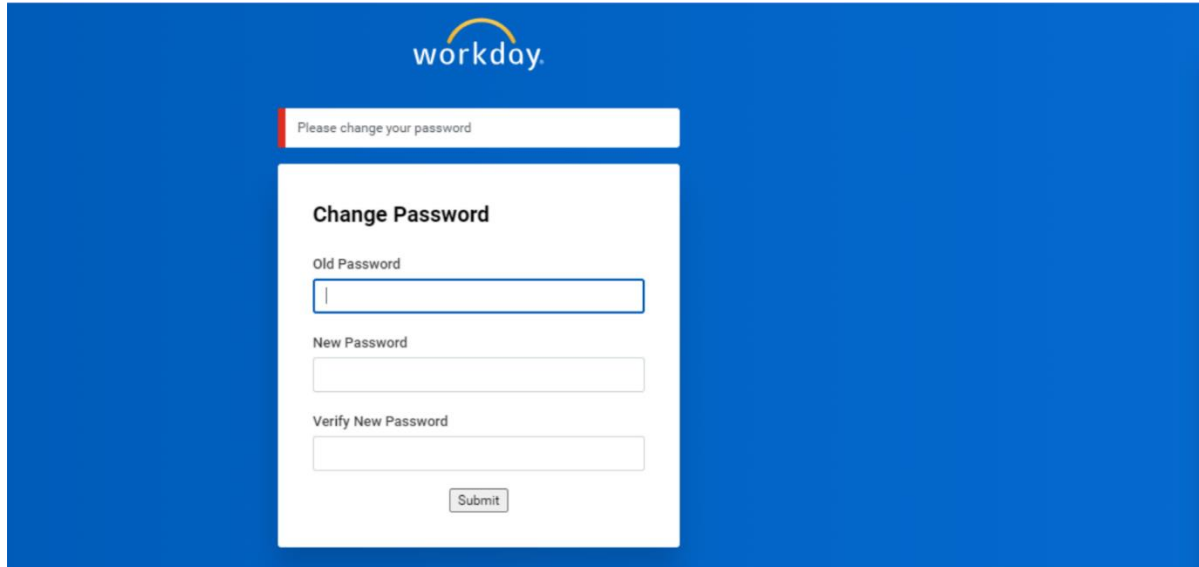
You will receive two emails from marymount@workday.com. The email subject will be "Third Party Access to Student Account". The first email will have your user ID and the second will include the login link and a temporary password. Please login for the first time shortly after you receive these emails as the password will expire if it is not used within a few days.



The screenshot shows the Workday login interface. At the top center is the Workday logo. Below it is a white login form with two input fields: "Username" containing the text "ssaint" and "Password" containing seven asterisks. A "Sign In" button is positioned below the password field. At the bottom of the form area, there are two links: "Forgot Password?" and "Change Password".

## 2. Change your Password

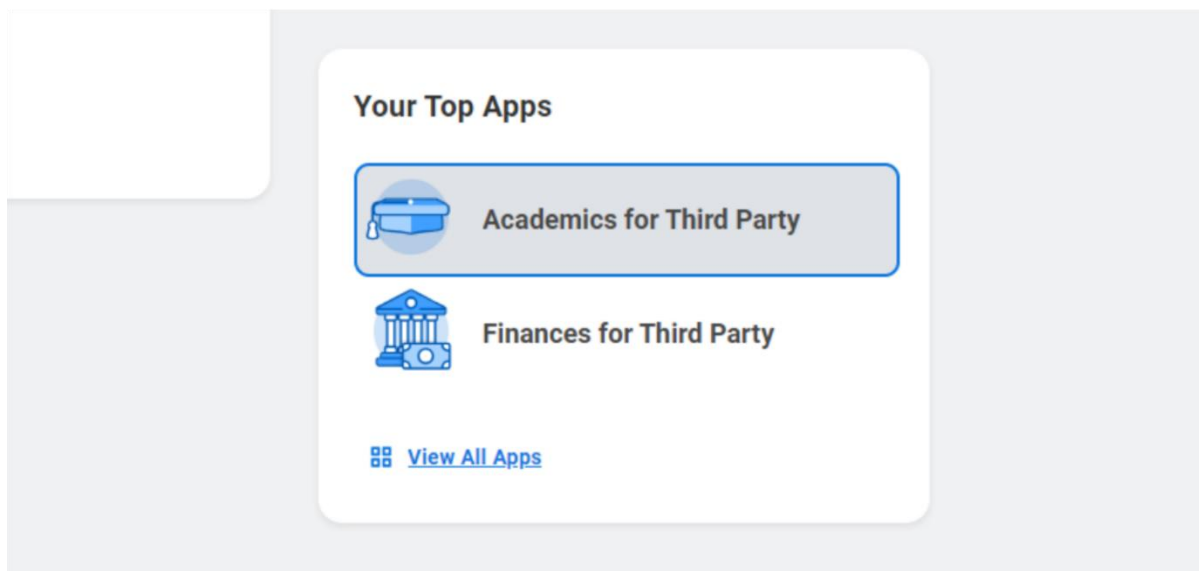
You will be prompted to change your password when you login for the first time.



The screenshot shows the Workday login interface with a blue background. At the top center is the Workday logo. Below it, a white box contains the text "Please change your password". Underneath is a white form titled "Change Password". The form has three input fields: "Old Password", "New Password", and "Verify New Password". A "Submit" button is located at the bottom of the form.

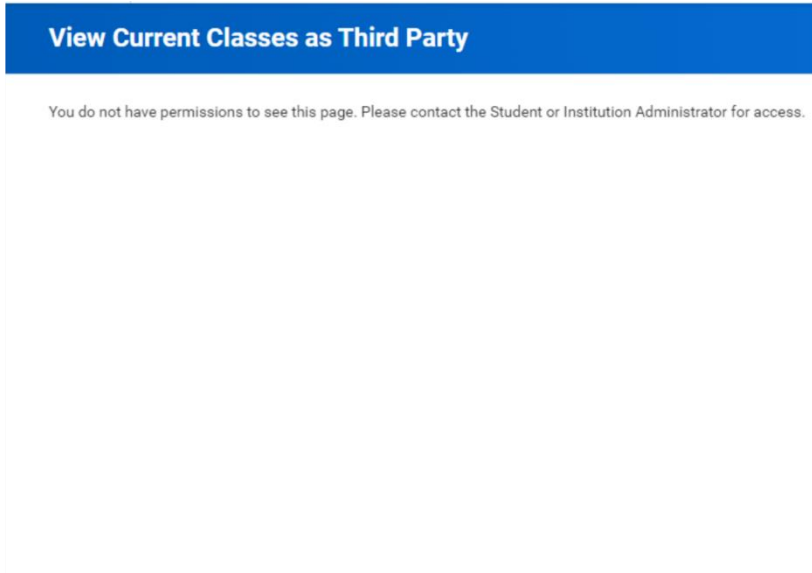
## 3. Your Top Apps

In the bottom right of your screen, you will see Your Top Apps with Academics for Third Party and Finances for Third Party. You will have both apps regardless of what your student has granted you access to see.



## 4. Access Error

If your student did not grant you access to one of the items in the apps, you will receive this error when you click on the item. Your student is the only one who can update your access.



## 5. Academics

Academics for Third Party can allow you to view a students course schedule, which includes the section name, number of credits as well as meeting day and time. When you click on Current Classes, you will click OK on a pop up to see any current registrations. Student Grades allows you to see grades from prior semesters. For Student Grades, you will need to select which semester of grades you want to view in order to proceed.



## 6. Finances for Third Party

Finances for Third Party allows you to view a student's Account Activity, Financial Aid Packages, and Student Statement. You can also view or add payment elections and make a payment.

The screenshot displays the 'Finances for Third Party' interface. At the top, there is a blue header with the text 'Finances for Third Party'. Below this, a 'Tasks' section is visible, containing a list of actions: 'View Account Activity', 'View Financial Aid Packages', 'Current Payment Elections', 'Make a Payment', and 'View Student Statement'. A 'Less (2)' button is located at the bottom of the task list. In the bottom right corner, there is a 'workday' logo and a system status message: '© 2024 Workday, Inc. All rights reserved. System Status: Your Sandbox tenant will be unavailable for a maximum of 12 hours during the next Week starting on Friday, September 20, 2024 at 6:00 PM Pacific Time (Los Angeles) (GMT-7) until Saturday, Sept 6:00 AM Pacific Time (Los Angeles) (GMT-7). Sandbox Refresh Exemptions must be requested by 10:00 AM'.