## Overview

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records, including student financial accounts. Students may authorize third parties (parents, guardians, or other applicable third parties) to some areas of their Workday student account, allowing them to grant access to financial information, pay their bill, and/or view their grades or class schedule.

Helpful hint: Students decide who to give access to their information and the access that they grant. They are responsible for adding, changing, and removing third-party access at any time.

Adding a Third Party and Setting Permissions

There are three required steps to set up third-party access for a parent, guardian, or other designated third-party user.
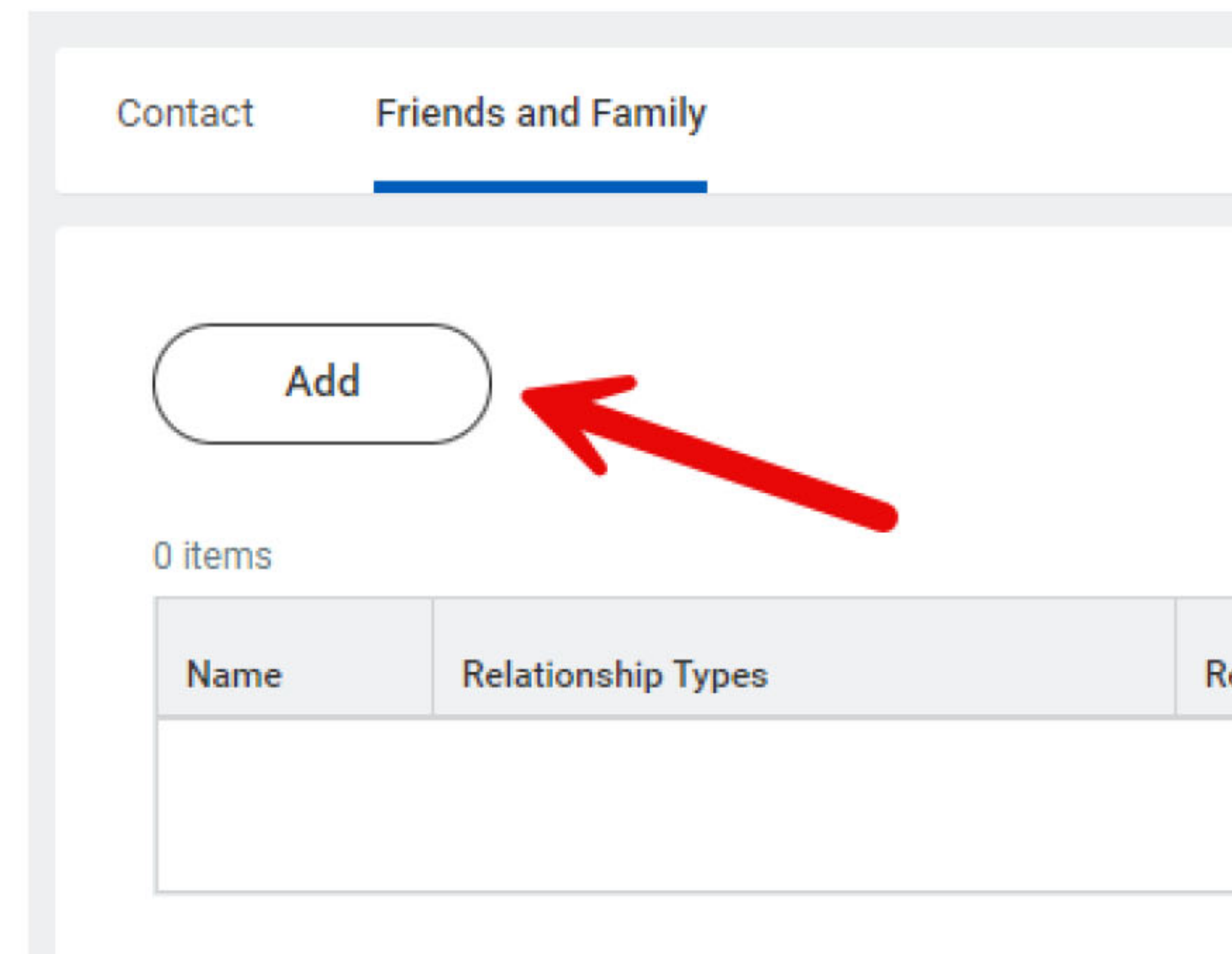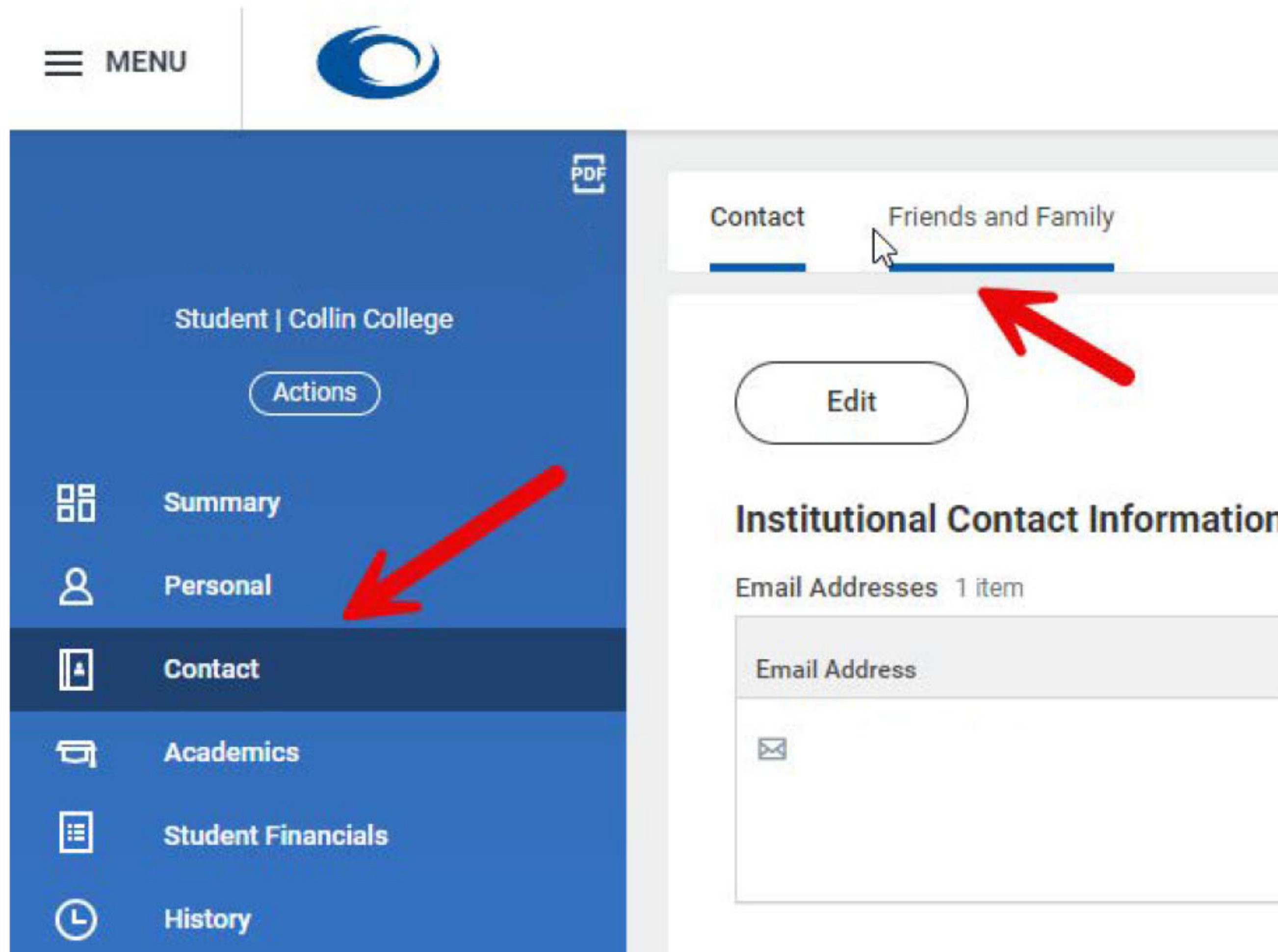
1. Navigate to your profile from the home page and select **View Profile**.
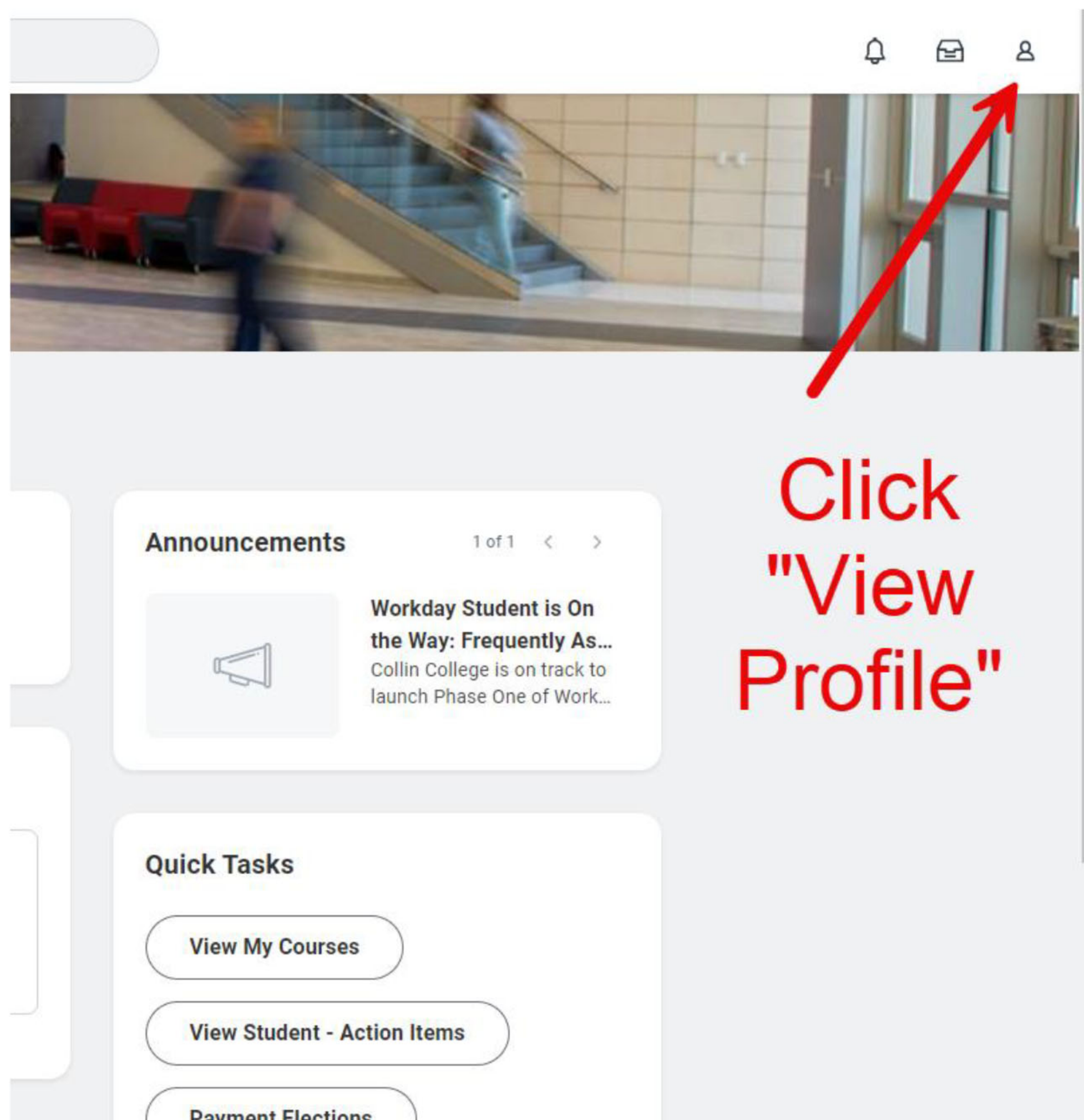
2. Select **Contact** from the menu on the left.
3. Select **Friends and Family**.
4. Select **Add**.

5. Select a **Relationship Type** from the drop-down menu then check **Is Third Party User** box.
6. In the **Name** tab, enter the Country, First Name, and Last Name of the third-party user.
7. In the **Contact Information** tab, enter Email (*required*), and Phone or Address (*optional*).
8. Select **OK** and **Done**.

9. After you've added a third party, you must grant them permissions.
    a. Select **Actions** next to the third party's name, followed by **Manage Permissions for My Third Party** then select **OK**.
    b. Check the box next to **Allowed** for each task you want the third party user to have access to. Select **OK** when finished.
    c. You will then be prompted to provide the **Purpose of Waiver** and confirmation by checking the box. Select **Submit** when ready.
10. You can edit permissions for each third party you designate at any time by following steps 1-3, followed by 9a-9c.

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	☑

Task Name	View Financial Aid Package
Description	This task gives access to view the financial aid details on the student's be the estimated costs are for the year.
Allowed	☑

OK   Cancel

FERPA Release Authorization Waiver

In the box labeled "Purpose of Waiver", students have the option to paste any of the following record types to grant to the third-party: Grades, Transcript, or All educational records

Thomas is allowing Students Parent to have access to the following tasks:

Make a Payment
View Financial Aid Package

Purpose of Waiver *   Normal ∨   B I U A ∨ ☰ ⸜

All educational records

In accordance with the Family Educational Rights and Privacy Act of 1974, the University will not disclose information from the student education records without the written consent of the student. Unless the student specifies otherwise, this consent will remain in effect throughout the student's enrollment at the University.

Confirm * ☑

Submit   Cancel