This quick reference guide (QRG) details how to configure your friends and family in Workday. Additionally, this QRG explains how to grant those friends and family members third-party access to your account if you choose to give them any of those privileges.

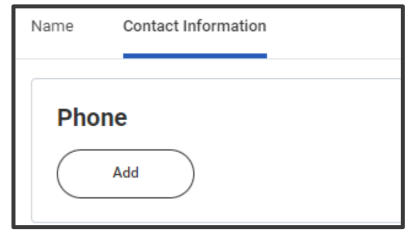
To configure your friends and family, complete the following steps.

CONFIGURE 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 the you would like for this person to be granted third-party access check the **Is Third Party User** checkbox at this time.

7. Enter the friend or family member's **First Name** and **Last Name** in the corresponding fields.
8. Select the **Contact Information** tab.



9. Click the **Add** button and enter the friend or family member's contact information.
10. Click **OK**.
11. Click **Done**.

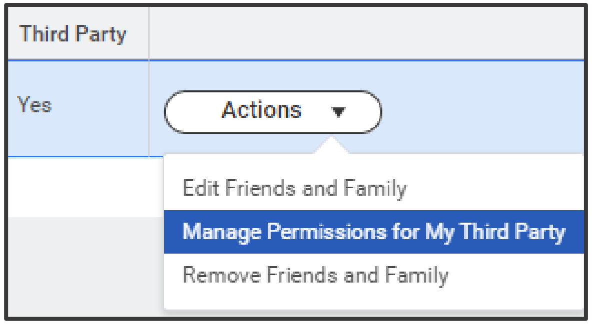
Note: To add a friend or family member you must add at least one of their contact methods. The three contact options are **Phone**, **Address**, and **Email**.

MANAGE THIRD PARTY PERMISSIONS

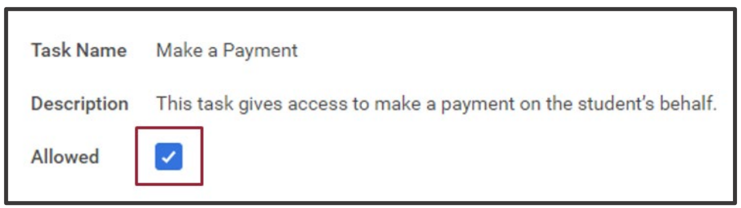
From the Friends and Family tab:

1. Click the **Actions** button in the row of the person to whom you wish to grant third-party permission.

2. Select **Manage Permissions for My Third Party** from the dropdown list.



3. Click **OK**.
4. Check the **Allowed** checkbox for all tasks for which you would like to grant the third-party access.



Note: In addition to allowing your third party to make payments in Workday, you will also need to add them as an authorized user with your institution's payment processing partner. For step-by-step support in adding the authorized user, refer to the *Add Authorized User to Make Payments QRG* for your institution within the 'Student Financials/Payments' section.

5. Click **OK**.
6. Enter a reason for granting this permission into the **Purpose of Waiver** field. For example: Giving my parent access to pay my bill.
7. Check the **Confirm** checkbox.
8. Click **Submit**.

Note: A friend or family member must be designated as a third-party user and have a valid email in Workday to receive third-party access. No one outside your institution can access your student records without having third-party permissions granted in Workday.

REMOVE FRIENDS AND FAMILY

From the Friends and Family tab:

1. Click the **Actions** button in the row of the person to whom you wish to grant third-party permission.
2. Select **Remove Friends and Family** from the dropdown list.
3. Check the **Confirm** Checkbox.
4. Click **OK**.

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