Purpose: Manage third-party (also called “proxy”) access to allow parents, guardians, or others to view your financial information, pay your bill, and/or to view your grades or class schedule.

Helpful Hints:
- You decide who to give access to your information, and you can change or remove that access at any time.
- You may authorize multiple third-party users and can set different access for each. Each user needs a different email address.
- Having trouble? View the parent/proxy troubleshooting guide.

QUICK STEPS

Workday > Student Profile > Contact sidebar tab > Friends and Family tab > Add > Enter details, including relationship type and mark as third-party user, and add email address under Contacts > Save > Friends and Family tab > Actions button on person > Manage Permissions for My Third Party > Choose allowed tasks > Confirm > Submit

OVERVIEW

There are three steps to the process of setting up your parent or another third-party proxy user:

1. Add to Friends and Family: Give access to your information in Workday to a parent, guardian, or others by adding them to “Friends and Family” in your Workday profile.
2. Manage permissions: Decide what information you’ll provide access to (grades, billing, and/or financial aid), which is called “manage permissions” in Workday.
3. Those you give access to will receive two emails: one with their new Workday username and one with a temporary password. These emails will be sent automatically as soon as you manage permissions.

If another Calvin student already added the same third-party user with matching name and email address, you will receive an additional Workday task to link the proxy accounts together. That user can use the same proxy username and password to access authorized information about multiple students. To create linked proxy accounts, the third party’s name and contact information must match exactly with the information the other student provided.

ADD THIRD-PARTY PROXY ACCESS
ADD PERSON TO YOUR FRIENDS AND FAMILY

1. In Workday, go to your student profile.
   a. Access your student profile by clicking your picture in the upper right corner of the Workday header, then click View Profile.
      → If you are also a Calvin employee, click your name under the Student header on your Worker profile overview to switch to your student profile.

2. Click the Contact sidebar tab and then Friends and Family tab at the top.
   a. To add a new person, click Add.
3. On the next screen, enter the name, relationship and contact information for your third party.
   a. Enter their details. Not all fields are required. At minimum, you must include:
      - **Relationship Type**: choose all that apply
      - **Is Third Party User**: you must check this box if you want this person to have proxy access
      - **Name**: country, first name, and last name are required. If another student, such as your sibling, is using the same third-party proxy, you should both enter their name in exactly the same way, including title, middle name, etc.
   b. Click the **Contact Information** tab to add their contact information. At minimum, you must include an email address. This email address will be used to set up their third-party account.
      - **IMPORTANT**: Each proxy user must have their own email address! If you are adding multiple people, you must use a different address for each person.
      - If another student, like a sibling, has already added this person, you must match the contact details they already submitted. See next page for additional instructions for when a person has already been added by someone else.
   c. Click **OK** and then **Done** to finish adding this person.

4. Return to the **Friends and Family** area of your **Contacts**.

**MANAGE PERMISSIONS FOR YOUR THIRD-PARTY**

5. Next to the person you wish to give access, click **Actions** and then **Manage Permissions for My Third Party**. Click **OK** in the popup window to confirm you wish to manage permissions for this person.

6. Review the lists of tasks available for a third-party user. **Check the Allowed checkbox for each task** you want this person to be able to do. Then click **OK**.
   - Third-party users will have access only to the tasks you choose to allow. Tasks available include: make payment; view financial aid package; view account activity; view statement; view current classes; view grades; generate unofficial transcript.

7. Review the **FERPA Release Authorization Waiver**.
   a. In the **Purpose of Waiver** box, type the reason why you are sharing this information with the selected individual. For example, “I want my mom to pay my bill.”
   b. Check the **Confirm** checkbox, then click **Submit**.

8. **Once confirmed, this person will receive two emails with their username, temporary password, and link to access their proxy account**. When they log in, they will have access to the information you selected.
   a. Just in case they need it, here are a couple of extra help resources for parents:
      - [How to view and access a student’s information in Workday](#)
      - [How to pay a bill for a student](#)
FOR PARENT/PROXIES WITH MULTIPLE STUDENTS AT CALVIN

9. If another Calvin student, such as your sibling, already added a third-party proxy user with the same name and email address, after you manage permissions for that third party, you will receive an additional task in Workday to link the proxy accounts together.
   a. Click Review to review the access you granted this person to your information.
   b. Click Approve to complete the account linking.
   c. This third-party user can now use the same Workday username and password to access information for both students; the access available is set by each student for their own.

CHANGE OR REMOVE THIRD-PARTY ACCESS

You control third-party access to your information, and you can change or remove access and update contact information for your Friends and Family at any time from your student profile.

HELPFUL HINT: Friends and Family is on your student profile. If you are also a student worker, Workday will default to your worker profile, and “Friends and Family” will be missing from your Contacts tab. You must switch views to access Friends and Family. Click your name under the Student header on your Worker profile overview to switch to your student profile.

MANAGE THIRD-PARTY ACCESS PERMISSIONS

To change access for a person you already added: click the Actions button next to their name and select Manage Permissions for My Third Party.
   a. Click OK in the popup window to confirm.
   b. Review the list of tasks available to third parties, and uncheck or check the Allowed boxes to make your changes. Then click OK.
   c. Review the FERPA waiver again, type your reason, confirm, and submit.

EDIT FRIENDS AND FAMILY CONTACT INFORMATION

To edit information about a person you already added, click the Actions button next to their name and select Edit Friends and Family. Make your changes; don’t forget to click the Contact Information tab to add or change their email, address, or phone. Click OK to save.

REMOVE A PERSON FROM FRIENDS AND FAMILY

To remove a person entirely, go to your Contacts tab and click Friends and Family. Click the Actions button next to their name and select Remove Friends and Family. Click Confirm, then OK.