

**Purpose:** Students may authorize third-party (also called “proxy”) access to their parent, guardian, or other third parties to some areas of their Workday student account, allowing someone else to view their financial information, pay their bill, and/or to view their grades or class schedule.

**Helpful Hints:**

- *Students* decides who to give access to their information and what access they grant, and is responsible for initiating proxy access. Students can add, change, and remove third-party access at any time.
- If you have multiple students at who will add you as a third party, you will be able to link and access all your proxy accounts using one username and password. See below for details.

## SET UP YOUR WORKDAY PROXY ACCOUNT

There are three required steps to set up third-party proxy access for a parent, guardian, or other third-party user:

1. First, your student must add your name and email address to their **Friends and Family in Workday**, and designate you as a third-party user.
2. Then, your student must complete the **Manage Permissions** process to initiate your third-party access.
  - Instructions for students to complete these two steps can be found [here](#).
3. Once your student sets the permissions, you will receive **two emails**: one with your proxy username and a link to Workday, and one with your temporary password.
  - You will be required to create a new password the first time you log in.
  - *If you are a Calvin employee*, your third-party proxy account will be *separate* from your employee Workday account and accessed from a different website.

**If you have multiple students at Calvin** who give you proxy access using the same email address, there is an additional step:

- a. After one student adds you as a third-party proxy user, if an **additional student** adds you with the same email address, that additional student will be prompted in Workday to “**link**” your proxy accounts together; the prompt appears after they complete the Manage Permissions process.
- b. After that linking takes place, you will be able to continue to use your original proxy username to access information about *either* student.
  - Workday will automatically email you a *new* proxy username and password each time a student adds you and manages your permissions. However, this additional username will *not* work after the proxy accounts are linked. You should ignore/delete these emails and continue to use your original Workday proxy account.
- c. You can select which student to view when you access their information in Workday; for example, if both students granted you access to make payments, you will select “Make A Payment” (see below) and then select which student. (The options available to you will depend on which access each student has granted.)

## USING WORKDAY TO VIEW STUDENT INFORMATION

1. Log into the **Workday proxy site** using your proxy username and password. The link to the proxy site is included in the emails you received with your username and password.
  - Note for employees: this link is specifically for third-party proxy access. It is *separate* from the login you use to access your employee Workday account.
2. From your Workday homepage, click **View All Apps**.



 [View All Apps](#)

3. Select the relevant app: **Academics** or **Finances for Third Party**. In each area, you will see multiple “tasks” listed. If you have multiple students, you will be able to select each student for the tasks they authorized. However, you may not be able to use all of them; it depends on which access your student has granted to you.

### Academics for Third Party:



- **Current Classes:** View the courses your student is currently enrolled in
- **Student Grades:** View grades and GPA by semester (“academic period”)
- **Generate Unofficial Transcript for Student:** Access a printable PDF version of your student’s unofficial transcript

### Finances for Third Party: Your student may give you access to any of these tasks.



- **View Account Activity:** View charges and payments
- **View Financial Aid Packages:** View financial aid by award year
- **Make A Payment:** Make an e-payment
- **View Student Statement:** View/print a statement by semester (academic period)

*For step-by-step instructions for making an e-payment, see [here](#).*