

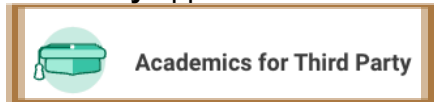
Students at Endicott College can grant access to a Friends & Family contact within Workday by setting up "Third Party Access." The Student will need to grant permissions for their Friends and Family contact in Workday. Access will vary based on granted permissions.

The following job aid will outline steps for accessing the Academics for Third Party application. This includes viewing Student Classes & Grades.

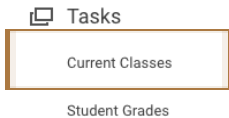
Process to Access Current Classes

1. Log-in to the Endicott Workday
<https://www.myworkday.com/wday/authgwy/endicott/login.html?redirect=n>

2. From the homepage or from your Menu, select the **Academics for Third Party** app



3. The **Academics for Third Party** app will open. If permissions have been granted, you will be able to see **Current Classes** and **Student Grades**.



4. Select **Current Classes**.

5. The prompt should default to your **Student's** name. If you have multiple Students, you can change the name by selecting the X and typing another Student name and selecting enter and then select **OK**.

View Current Classes as Third Party



6. The **View Current Classes for Third Party** will open.

View Current Classes as Third Party

Student Anthony Bridgerton (1009336)

Information Technology (MS) (M.S.)

Spring 2025 Graduate Term

My Enrolled Courses 3 items

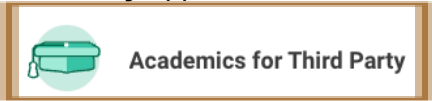
Enrolled Sections										
Course Listing	Credit hours	Grading Basis	Section	Instructional Format	Delivery Mode	Meeting Patterns	Registration Status	Instructor	Start Date	End Date
ITS 525 - SYSTEMS ARCHITECTURE & ANALYSIS	3	Graded	ITS 525-MB10 - SYSTEMS ARCHITECTURE & ANALYSIS	Lecture	Online - Asynchronous		Registered	Brian O'Toole	01/21/2025	05/11/2025
BUA 527 - FINANCIAL MANAGEMENT & CONTROL	3	Graded	BUA 527-MB10 - FINANCIAL MANAGEMENT & CONTROL	Lecture	Online - Asynchronous		Registered		01/21/2025	05/11/2025
BUA 542 - OPERATIONS MANAGEMENT	3	Graded	BUA 542-MB10 - OPERATIONS MANAGEMENT	Lecture	Online - Asynchronous		Registered		01/21/2025	05/11/2025

Enrolled Credit hours 9

Enrollment Status Full-time

Process to Access Student Grades

7. From the homepage or from your Menu, select the **Academics for Third Party** app



8. The **Academics for Third Party** app will open. If permissions have been granted, you will be able to see Current Classes and Student Grades.

Tasks

Current Classes

Student Grades

9. Select **Student Grades**.
10. The prompt should default to your **Student**'s name. If you have multiple Students, you can change the name by selecting the X and typing another Student name and selecting enter.
11. Enter the **Academic Period** you wish to view grades for. Select **OK**.

View Student Grades as Third Party

Student *

Academic Period *

NOTE: Only grades that have been submitted by the Instructor will be visible. If there are no Academic Periods available to select, grades may not have been published yet.

12. The **View Student for Third Party** will open.

View Student Grades as Third Party

Academic Period Anthony Bridgerton (1009336) - GSBU - Gerrish School of Business/Graduate (M.S.) - 01/21/2025 - Active - Spring 2025 Graduate Term

Course Listing 1 item

Course	Course Title	Credit hours	Grade	Course Enrollment Grade Points
ITS 525 - SYSTEMS ARCHITECTURE & ANALYSIS	SYSTEMS ARCHITECTURE & ANALYSIS	3	A	4

Session GPA 4.00

Cumulative GPA 4.00