*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.
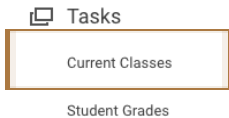
Process to Access Current Classes

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

2. From the homepage or from your Menu, select the **Academics for Third Party** app
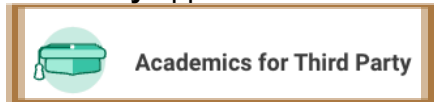
3. The **Academics for Third Party app** will open. If permissions have been granted, you will be able to see **Current Classes** and **Student Grades.**

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**.

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

Process to Access Student Grades

7. From the homepage or from your Menu, select the **Academics for Third Party** app
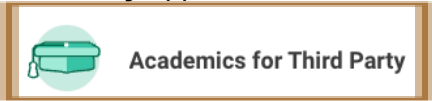
8. The **Academics for Third Party app** will open. If permissions have been granted, you will be able to see Current Classes and Student Grades.

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**.

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