

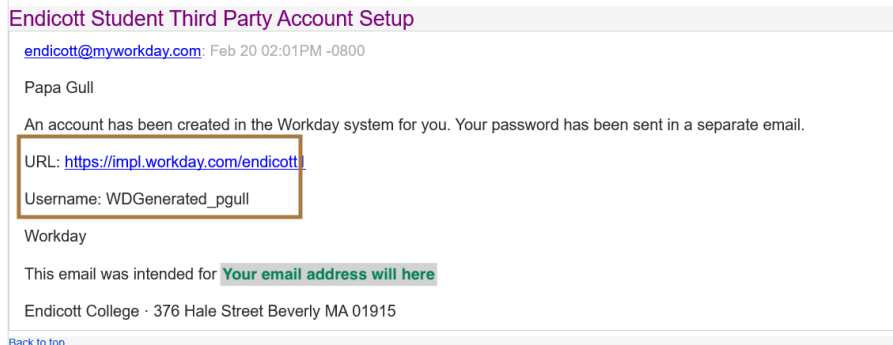
Students at Endicott College can grant access to a Friends & Family contact within Workday by setting up “Third Party Access.” The Student will need to grant permissions for their Friends and Family contact in Workday. Access will vary based on granted permissions. Permissions include access to View Financial Statements & Account, Make Payments, View Financial Aid, View Classes and View Grades.

The following job aid will outline steps for setting up your Third Party Account.

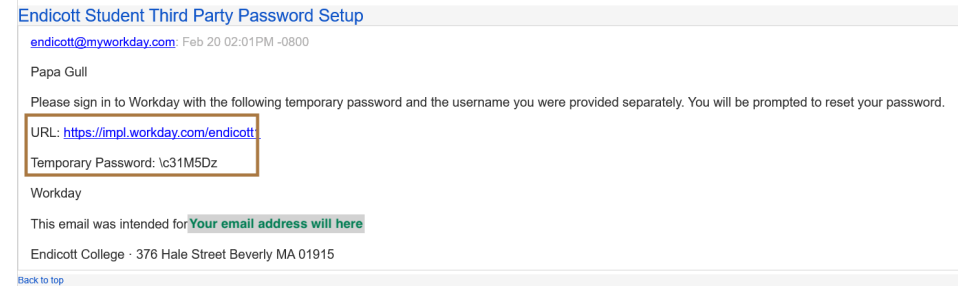
Process to Set-up a Third Party Account

1. You will receive your Workday username and password and log-in URL in **two separate emails**. The email is autogenerated and will come from **Endicott@myworkday.com**.

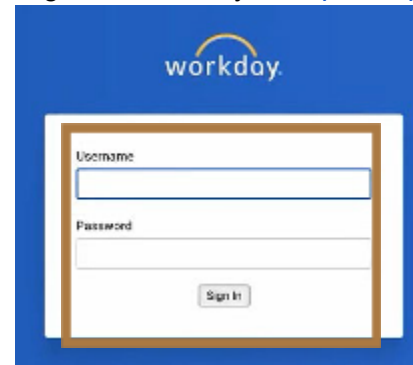
Example User Name Email:



Example Password Email:



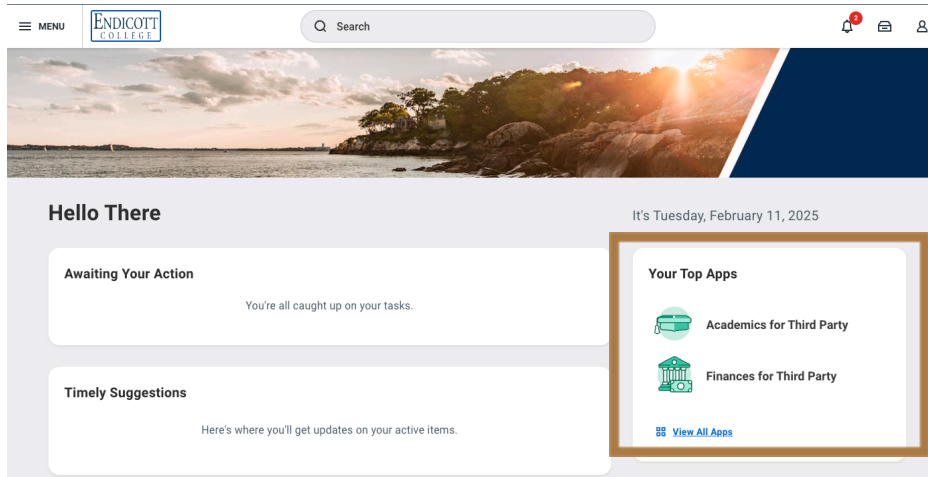
2. Be sure to check your Spam/Junk folder if you do not receive it.
3. If you have not logged into your Workday account yet, you will need to use the username and temporary password emailed.
4. Log-in to Workday at <https://impl.workday.com/enticott>



5. You will be prompted to reset your password. *Reset your password and store it for safekeeping.*
6. Add the Endicott College Workday login page to your favorites for future use.

Process to Navigate a Third Party Account

- 7. Log-in to the Endicott Workday at <https://impl.workday.com/indicott>
- 8. The Workday homepage is unique to each user within Workday. For Third Party, depending on access you've been granted, you will use the **Academics for Third Party** and **Finances for Third Party** under Your Top Apps.

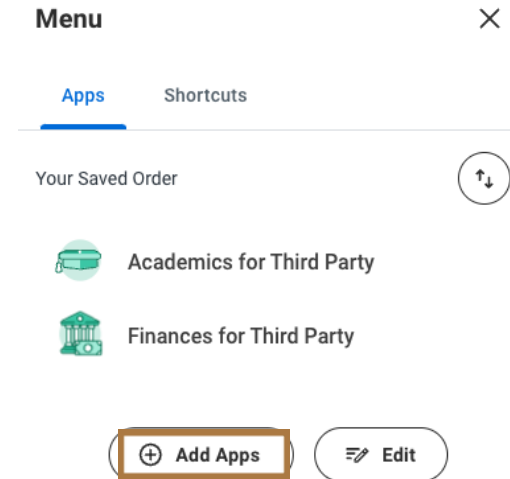


- 9. **Awaiting Your Action** are the top tasks that you need to action on from your Workday My Tasks inbox. You can access the tasks from here, select the **Go to My Tasks hyperlink** or select the Task Inbox in the top right corner of the browser.
- 10. On the top left corner of the browser you will see the **Workday Menu**. Here you can access applications and shortcuts to commonly used reports or tasks.

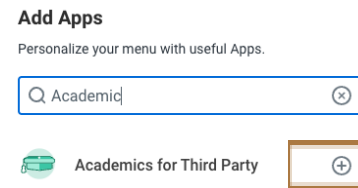


- 11. On the Apps tab, you have the option at the bottom of the menu to Add Apps or Edit. Select Add Apps to add any Applications you do not have. Examples include:

- a. **Academics for Third Party**
- b. **Finances for Third Party**



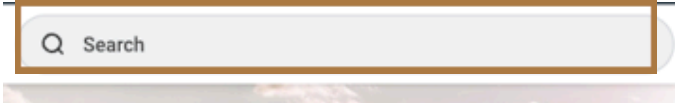
- 12. Search for the App you wish to add to your menu and select the **+** icon to add it to your menu. Then select **Back to Menu**.



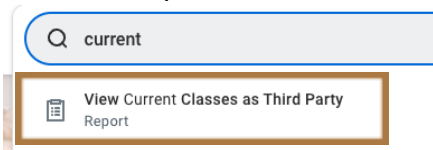
NOTE: Only applications that are available to you and not already on your menu will be search and selectable.

- 13. When you've completed your edits, select **Back to Menu**.
- 14. At any time you can select the **Endicott College icon** in the top left corner of the browser to return to your **homepage**.

15. In the middle top of the browser, you will see the **Workday search bar**. Here you can search for People, Tasks, and Reports.



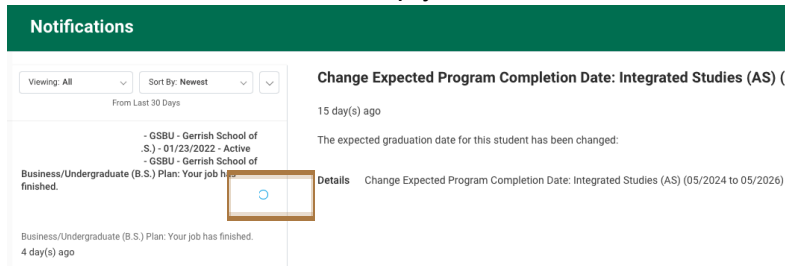
Tip! As you start to type in the Search bar, smart search results will appear. You only need to add in a few characters to find what you need. Example:



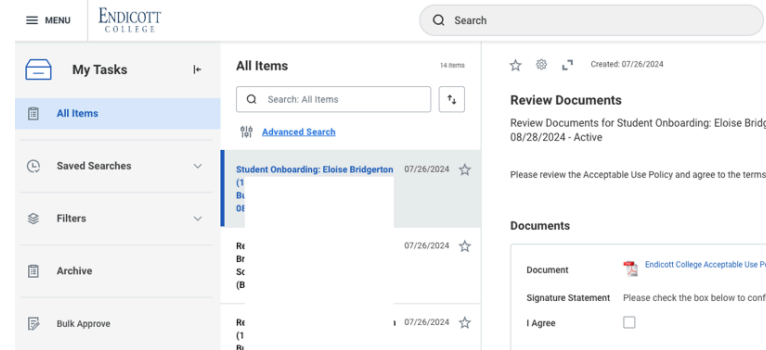
16. On the top right corner of the browser, you will see 3 icons (left to right) for your **Notifications, My Task Inbox and Profile**.



17. **Notifications** in Workday are alerting you to updates, information or reports that have been generated and run for you to access. **You may receive upcoming payment notifications in this section.** To clear a notification, select the blue empty circle.



18. The **My Task Inbox** is where all actions are generated that you need to do within Workday. As a Third Party user, there will be minimal, if any, tasks assigned.



- a. Most tasks can be actioned directly from your task inbox. You will be prompted in the far-right window with further details on the task.
- b. You can use **advanced search, saved searches or filters** to quickly navigate to important tasks.
- c. Additionally, once you've submitted or approved a task, you can access the details of the task in your **Archive**.

19. The **Profile icon** brings you to options to view your Workday profile. Third Party users will not have a robust profile.