

## Workday Friends & Family @ Endicott College

Endicott College is now using Workday for Students! Workday replaces many of the former systems used today for activities such as registration, viewing schedules, grades, maintaining personal information, accessing financial aid and more!

In Workday, Students have the ability to share select Financial & Academic information through Third Party Accounts with a trusted Friends & Family Contact. Third Party Accounts are issued when a Student adds a Friends & Family contact in Workday and, in addition, authorizes the sharing of information with the Friends & Family contact through third party permissions.

Finance for Third Party	Academics for Third Party
<p><b>View Student Financial Statements</b></p> <p>This permission gives access to view a student's statement without courses on the student's behalf.</p> <p>Additional permission displays courses that the student is charged for on the student statement.</p> <p><b>View Financial Account Activity</b></p> <p>This permission gives access to view student account transactions, including charges, payments, financial aid, and refunds, that have been posted to the student account. Details around the Due Now amount and any available payment plans can also be seen.</p> <p><b>Making Financial Payments</b></p> <p>This permission gives access to make a payment on the student's behalf. Note, payments will be processed through Nelnet.</p> <p>Additional permission allows third parties to receive proactive past due balance notifications.</p> <p><b>View Financial Aid Packages</b></p> <p>This permission gives access to view the financial aid details on the student's behalf, including details around what financial aid is offered and what the estimated costs are for the year.</p>	<p><b>View Current Classes</b></p> <p>This permission gives access to the student's currently registered courses.</p> <p><b>View Student Grades</b></p> <p>This permission gives access to the student's grades.</p>

## Friends and Family: Set Up Your Third Party Account

After a Student grants Third Party Permissions, you will receive your Workday username and password and log-in URL in two separate emails. The email will come from [Endicott@myworkday.com](mailto:Endicott@myworkday.com). Be sure to check your Spam/Junk folder if you do not receive it.

Example User Name Email:	Example Temporary PW Email:
<p><b>Endicott Student Third Party Account Setup</b> <a href="mailto:endicott@myworkday.com">endicott@myworkday.com</a> Feb 20 02:01PM -0800</p> <p>Papa Gull</p> <p>An account has been created in the Workday system for you. Your password has been sent in a separate email.</p> <p>URL: <a href="https://impl.workday.com/enticott">https://impl.workday.com/enticott</a></p> <p>Username: WDGenerated_pgull</p> <p>Workday</p> <p>This email was intended for <a href="#">Your email address will here</a></p> <p>Endicott College · 376 Hale Street Beverly MA 01915</p> <p><a href="#">Back to top</a></p>	<p><b>Endicott Student Third Party Password Setup</b> <a href="mailto:endicott@myworkday.com">endicott@myworkday.com</a> Feb 20 02:01PM -0800</p> <p>Papa Gull</p> <p>Please sign in to Workday with the following temporary password and the username you were provided separately. You will be</p> <p>URL: <a href="https://impl.workday.com/enticott">https://impl.workday.com/enticott</a></p> <p>Temporary Password: lc31M5Dz</p> <p>Workday</p> <p>This email was intended for <a href="#">Your email address will here</a></p> <p>Endicott College · 376 Hale Street Beverly MA 01915</p> <p><a href="#">Back to top</a></p>

The link to access Workday is: <https://impl.workday.com/enticott>

Here is a link to a step-by-step instructions for setting up your third party account access: [Set Up Your Third Party Account](#). Once you have set up your account, check out these additional resources for using Workday:

- [Finance for Third Party Access](#)
- [Academics for Third Party Access](#)

### Troubleshooting Access

Please coordinate with your Student to ensure a Friends & Family contact has been created in Workday and Third Party Permissions have been granted. They can find instructions on how to complete this on the internal Workday@Endicott website.

If you are having trouble logging into the Third Party Portal, please open a freshservice ticket and a member of the IT department will assist in resetting your password. Do not have your Student remove and re-administer third party permissions again; this will not resolve the issue.