ACCESSING YOUR STUDENT'S BILLING AND FINANCIAL AID INFORMATION
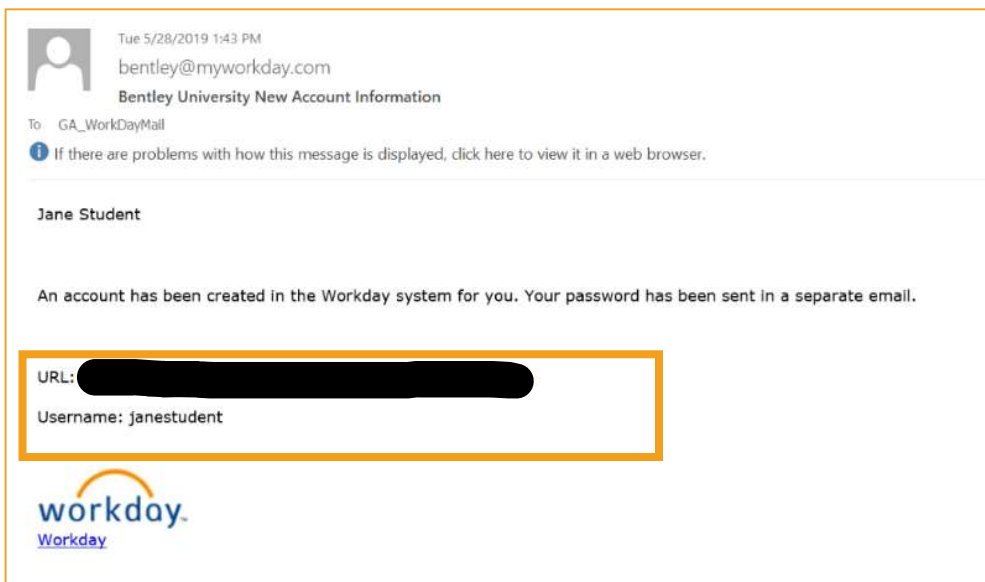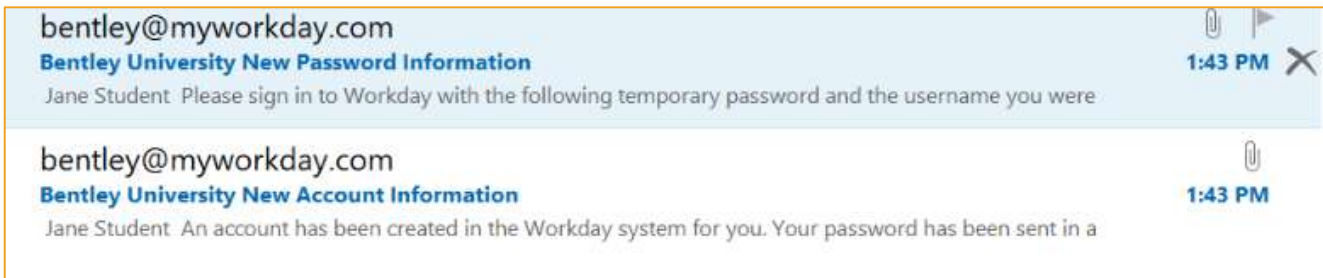
Here's how to pay a bill and/or view your student's financial aid information in Workday.

HOW TO ACCESS YOUR STUDENT'S ACCOUNT

Please note: You will not be able to access your student's account until s/he sets you up with third party access. To do so, follow the step-by-step instructions in the **Providing Access to a Third Party** job aid.
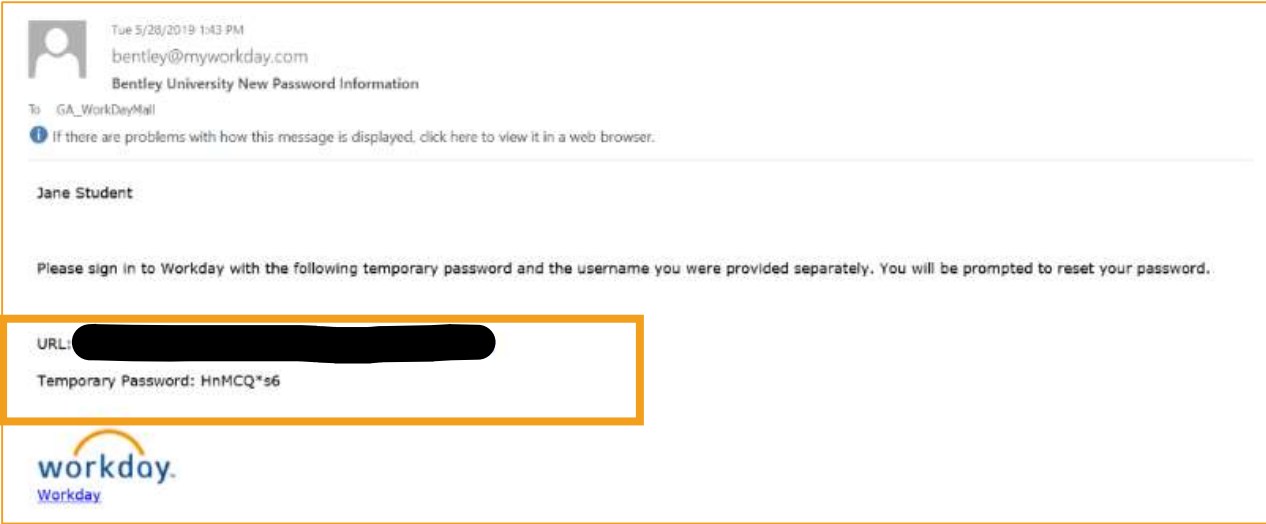
STEP 1

After your student provides you with third-party access, you will receive two emails – one with a username and another with a password. Click the link in either email to set-up access to your student's account.
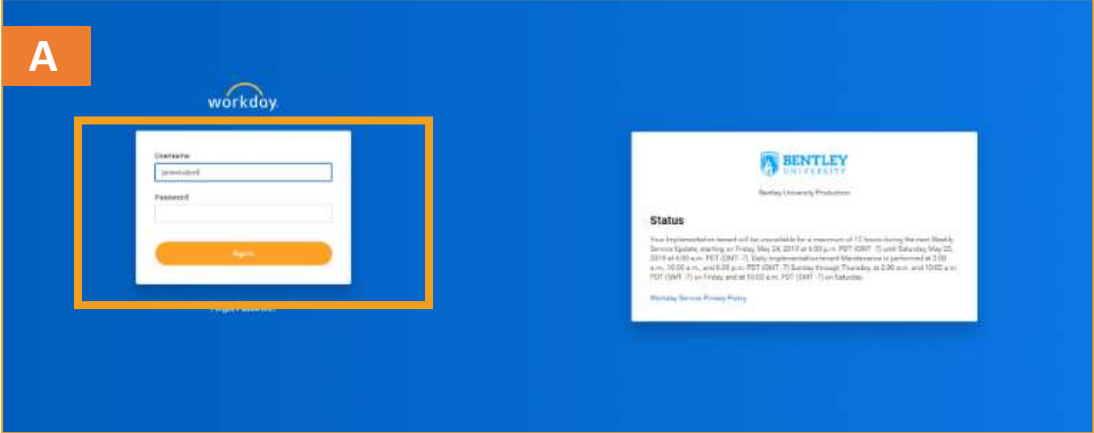
g2   gmcagg@comcast.net, 6/12/2019

Tue 5/28/2019 1:43 PM

bentley@myworkday.com

Bentley University New Password Information

To   GA_WorkDayMail

If there are problems with how this message is displayed, click here to view it in a web browser.

Jane Student

Please sign in to Workday with the following temporary password and the username you were provided separately. You will be prompted to reset your password.

URL:

Temporary Password: HnMCQ*s6

workday.
Workday

STEP 2

When you click the link within the emails, you'll be taken to the **Login Screen.** To activate your account, follow these steps:

A. Enter your username and default password

B. Change your password

C. Set up email authentication

D. Send verification code

E. Enter verification code

A

B — Change Password

C — Set Up Email Authentication

D — Send Verification Code

D

Tue 5/28/2019 1:49 PM
...entley@myworkday.com
...orkday Login Passcode: 455825
To: GA_WorkDayMail
If there are problems with how this message is displayed, click here to view it in a web browser.

workday.

Dear Jane Student,

Enter the passcode below to log into Workday from your browser:

455825

This passcode is valid for 3 minutes.

E

workday

Enter Verification Code

We sent a verification code to
jst*****ent@hotmail.com. Enter this code to verify
this email address.

Verification Code
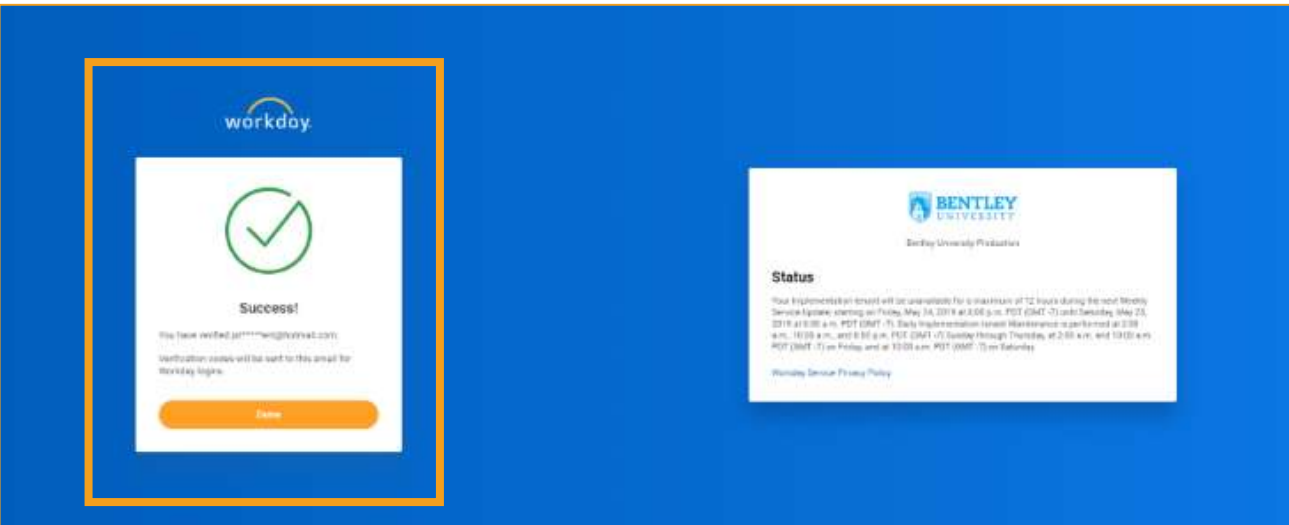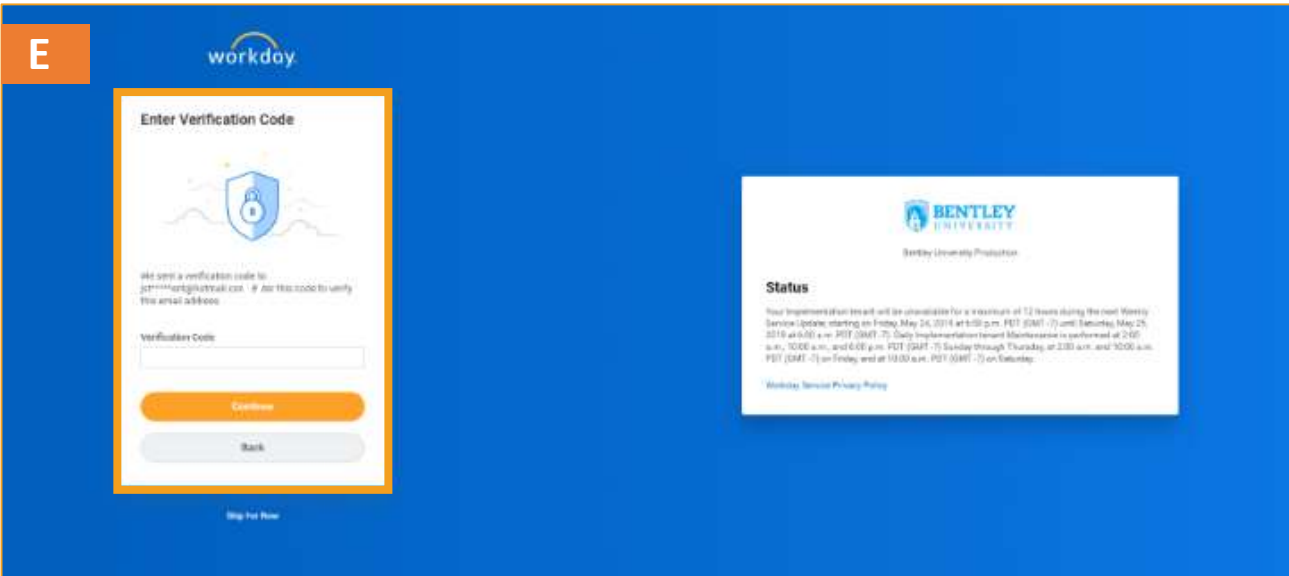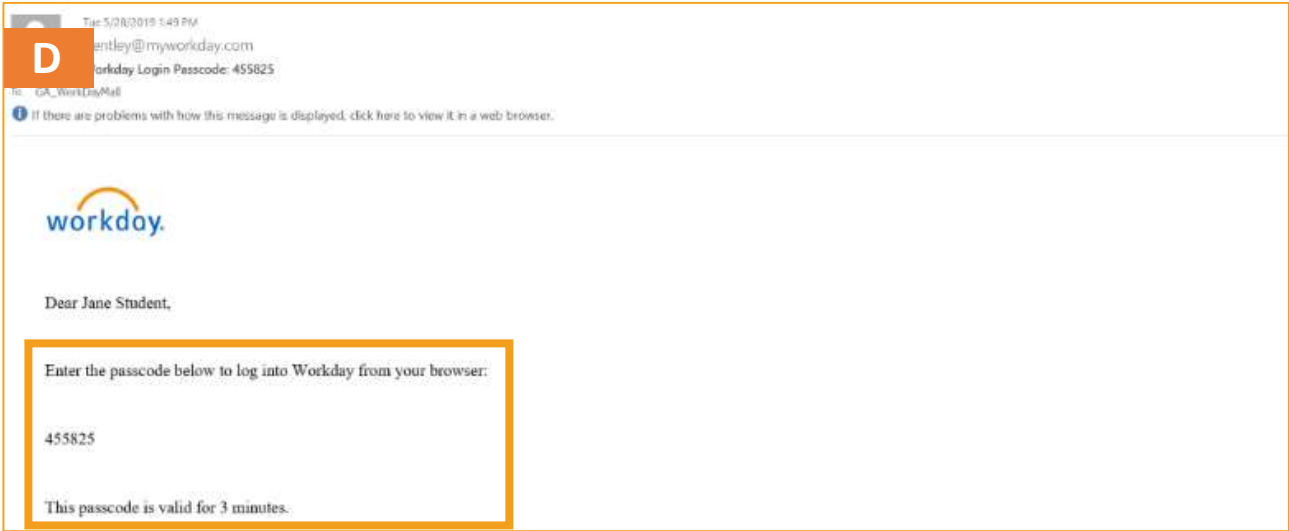
Continue

Back

Skip For Now

BENTLEY UNIVERSITY
Bentley University Production

Status

Your Implementation tenant will be unavailable for a maximum of 12 hours during the next Weekly Service Update, starting on Friday, May 24, 2019 at 6:00 p.m. PDT (GMT -7) until Saturday, May 25, 2019 at 6:00 a.m. PDT (GMT -7). Daily Implementation tenant Maintenance is performed at 2:00 a.m., 10:00 a.m., and 6:00 p.m. PDT (GMT -7) Sunday through Thursday, at 2:00 a.m. and 10:00 a.m. PDT (GMT -7) on Friday, and at 10:00 a.m. PDT (GMT -7) on Saturday.
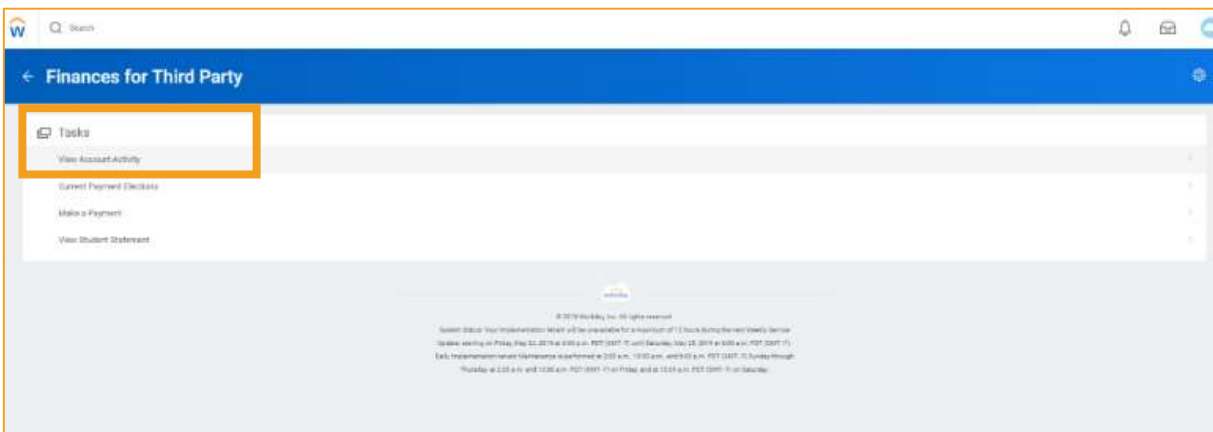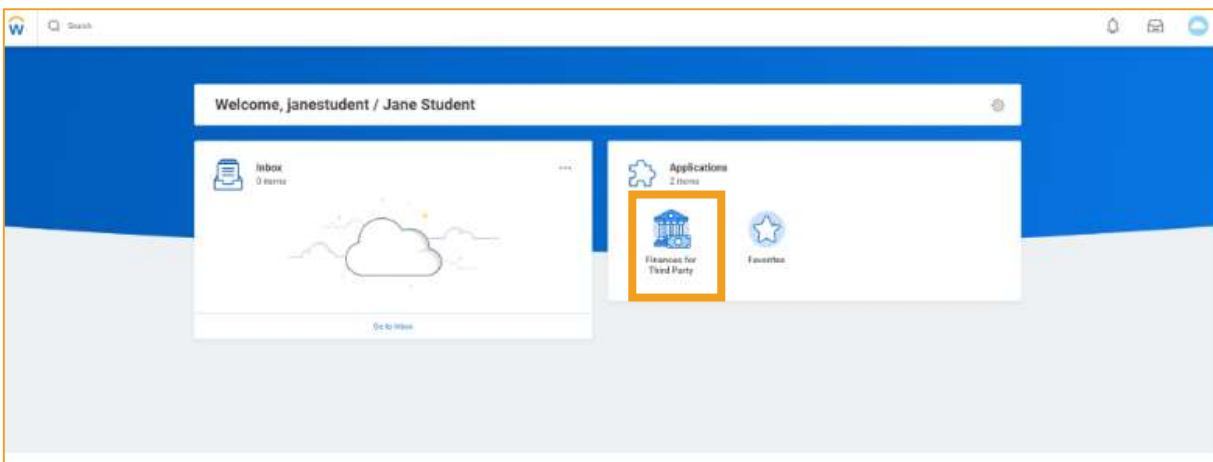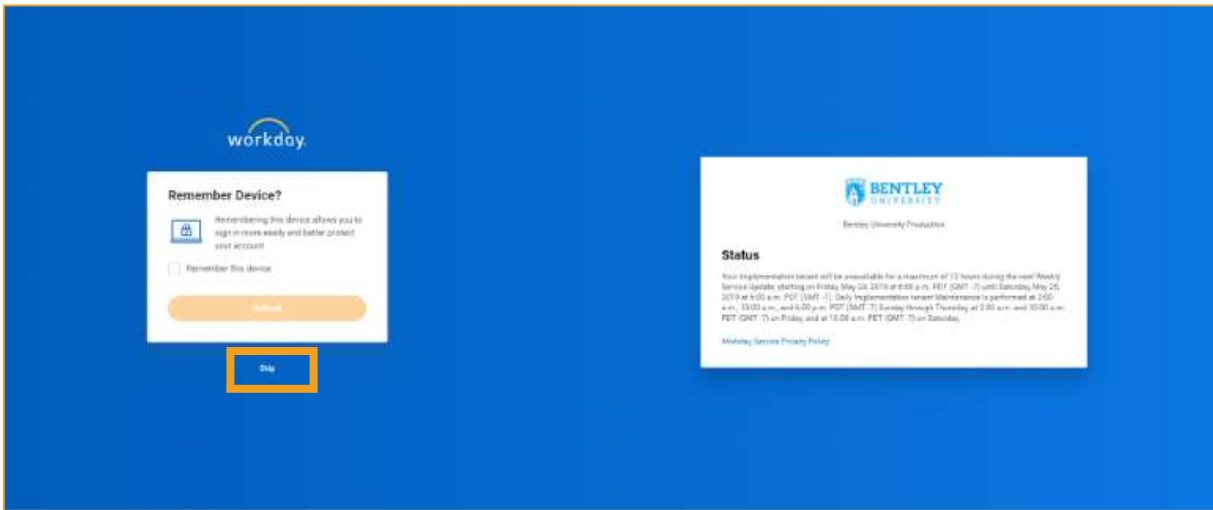
Workday Service Privacy Policy

workday.

Success!

You have verified jst*****ent@hotmail.com

Verification codes will be sent to this email for Workday logins.

Done

BENTLEY UNIVERSITY
Bentley University Production

Status

Your Implementation tenant will be unavailable for a maximum of 12 hours during the next Weekly Service Update, starting on Friday, May 24, 2019 at 6:00 p.m. PDT (GMT -7) until Saturday, May 25, 2019 at 6:00 a.m. PDT (GMT -7). Daily Implementation tenant Maintenance is performed at 2:00 a.m., 10:00 a.m., and 6:00 p.m. PDT (GMT -7) Sunday through Thursday, at 2:00 a.m. and 10:00 a.m. PDT (GMT -7) on Friday, and at 10:00 a.m. PDT (GMT -7) on Saturday.

Workday Service Privacy Policy

Success! You can now access your student's account to view his/her statement and financial aid. You can also make a payment by clicking the **Finances for Third Party** icon and selecting **Make a Payment**.

STEP 4

To make a payment, simply complete the payment information fields, including your billing address**.** Then click **Continue Checkout.**

STEP 5

On the next page, you'll view the associated payment service charge. If you wish to proceed, click **Continue Checkout**—or select **Cancel My Transaction** if do not.

Review and confirm your payment information and click **Submit Payment.**

A receipt for the payment will be sent to the email address you provided.
Please note: There may be a short delay before payments are posted to your account.