





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.

bentley@myworkday.com	
Bentley University New Password Information Jane Student Please sign in to Workday with the following temporary password and the username you were	1:43 PM 🗙
bentley@myworkday.com	Û
Bentley University New Account Information	1:43 PM
Jane Student An account has been created in the Workday system for you. Your password has been sent in a	
Tue 5/28/2019 1:43 PM	
bentley@myworkday.com	
Bentley University New Account Information	
To GA_WorkDayMail	
1 If there are problems with how this message is displayed, click here to view it in a web browser.	
Jane Student	
An account has been created in the Workday system for you. Your password has been sent in a separate email.	
URL:	
Username: janestudent	
Username: janestudent	
workday.	
Workday Workday	



Slide 1

g2 gmcagg@comcast.net, 6/12/2019

	Tue 5/28/2019 1943 PM bentley@myworkday.com Bentley University New Password Information
-	are problems with how this message is displayed, click here to view it in a web browser.
Jane St	dent
Disesse	
Please s	gn in to Workday with the following temporary password and the username you were provided separately. You will be prompted to reset your password.
URL:	gn in to Workday with the following temporary password and the username you were provided separately. You will be prompted to reset your password. Try Password: HnMCQ*s6

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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

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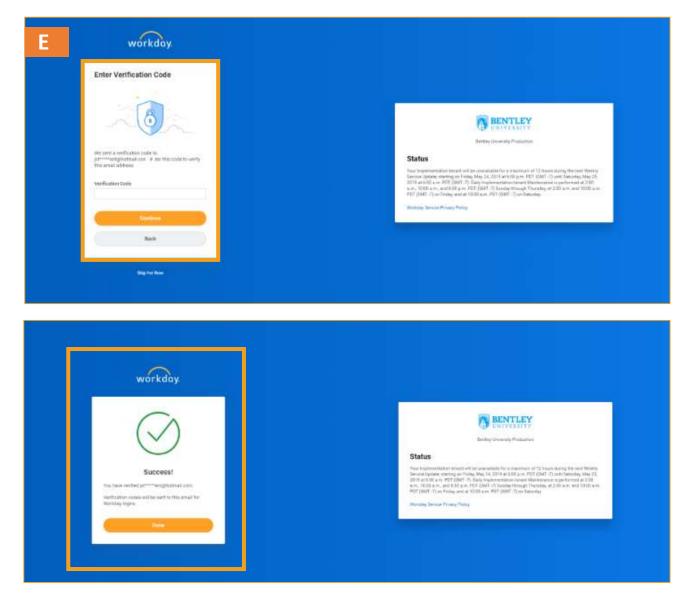
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Tue 5/20/2019 1:49 PM entley@myworkday.com orkday.Login Passcode: 455825
I there are problems with how this message is displayed, click here to view it in a web browser.
Dear Jane Student,
Enter the passcode below to log into Workday from your browser:
455825
This passcode is valid for 3 minutes.



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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**.

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

BENTLEY UNIVERSITY		Student Online Payment
Enter credit card informa	ition	Total Amount: \$10.00
Credit Card Number	54545454545454	
Expiration Month	04 💙 *	
Expiration Year	2021 💙 *	
Cardholder Name	John Smith	*
Address	15 Test Street	* Enter the address where you receive the bill for this card.
City	Waltham	*
State/Province/Region	MA	*
Zip/Postal Code	02451	*
Country	United States	V
Email Address	test@bentley.edu	x *
		(You'll have a chance to review this order before it's final.)

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.

BENTLEY UNIVERSITY	Student Online Payment
As part of your payment, you will be charged a service charge of \$0.28.	
I understand that my transaction includes a non-refundable service charge of \$0.28. Cancel My Transaction Continue Checkout	



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

BENTLEY UNIVERSITY		Student Online Payment	
se confirm the information	below. To submit your payment, click on the 'Submit	Payment' button.	
ems Selected			Amount
		Convenience Fee	\$10.00 \$0.28
		Total Amount	\$10.28
redit Card Number: xpiration Date: Cardholder Name: (ddress: City: State/Province/Region:	MasterCard XXXXXXXXXXXXXX5454 0421 John Smith 15 Test Street Waltham MA		
cip/Postal Code: :ountry: mail Address:	02451 United States test@bentley.edu	_	
		E	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.



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