PROVIDING ACCESS TO A THIRD PARTY USER

Here's how to provide account access to a third-party, which may be useful if someone else views and/or pays your bills.

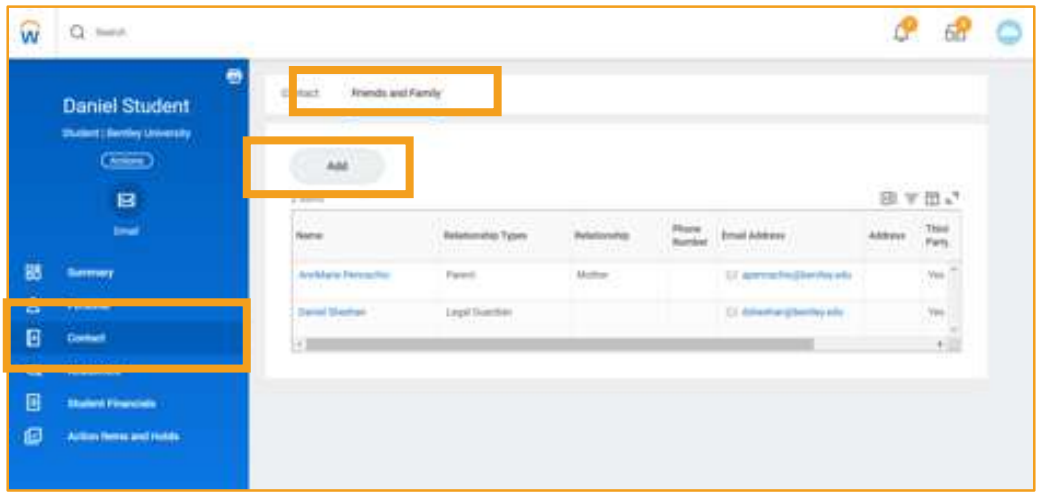
Please Note: Third Party Users will have access to see the students Preferred Name (if applicable).

STEP 1

After logging in to Workday, click on the **Cloud** icon, and then select **View Profile**.

STEP 2

Select **Contact** in the left navigation bar, and then click the **Friends and Family** tab. Click **Add** to create a new contact.

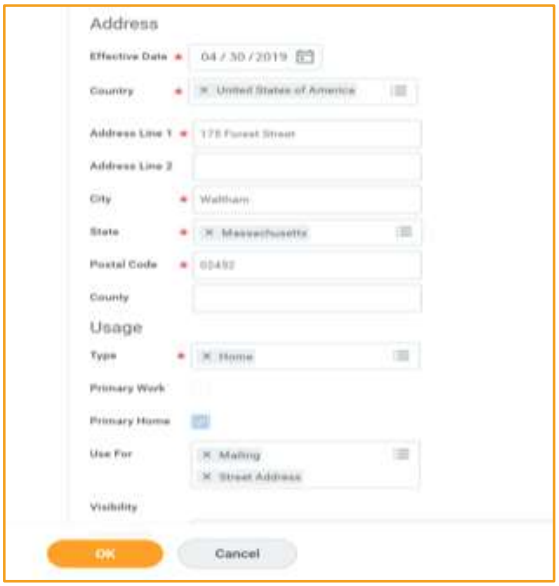


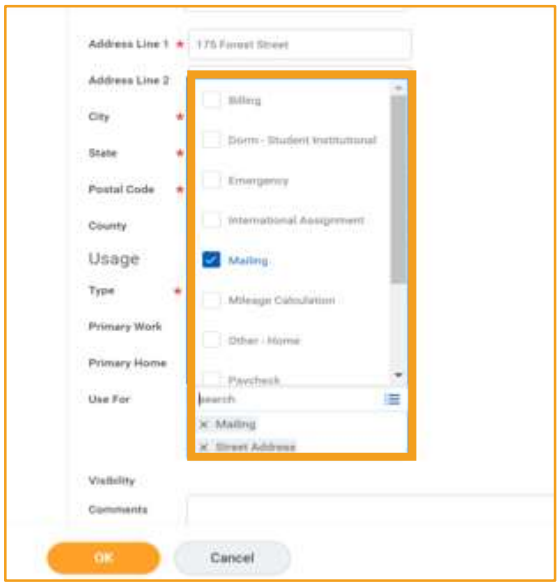
STEP 3

Enter your contact's information. To grant third-party access, you must check the box labeled **Is Third Party User**. Once you have entered all information, click the **Contact Information** tab.

STEP 4

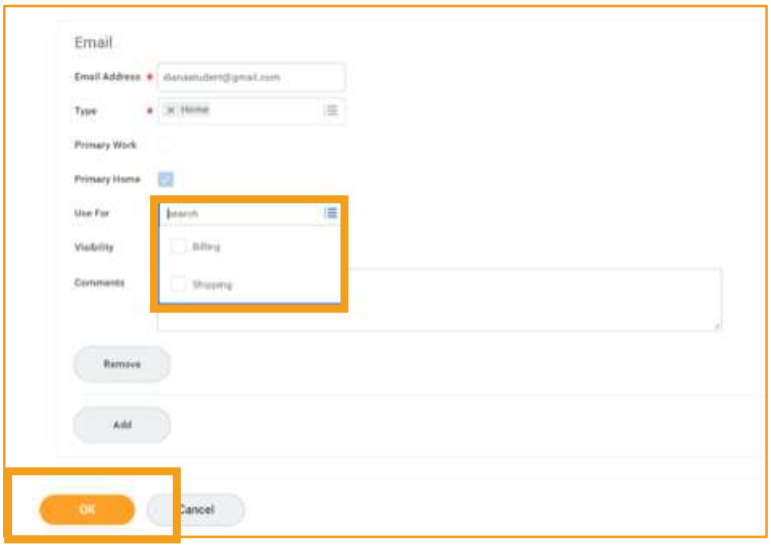
On the **Contact Information** page, go to the **Address** section, and click **Add**. Enter your contact's address information. While the **Usage** drop-down menu automatically defaults to **Mailing** and **Street Address**, you may click to select different options.





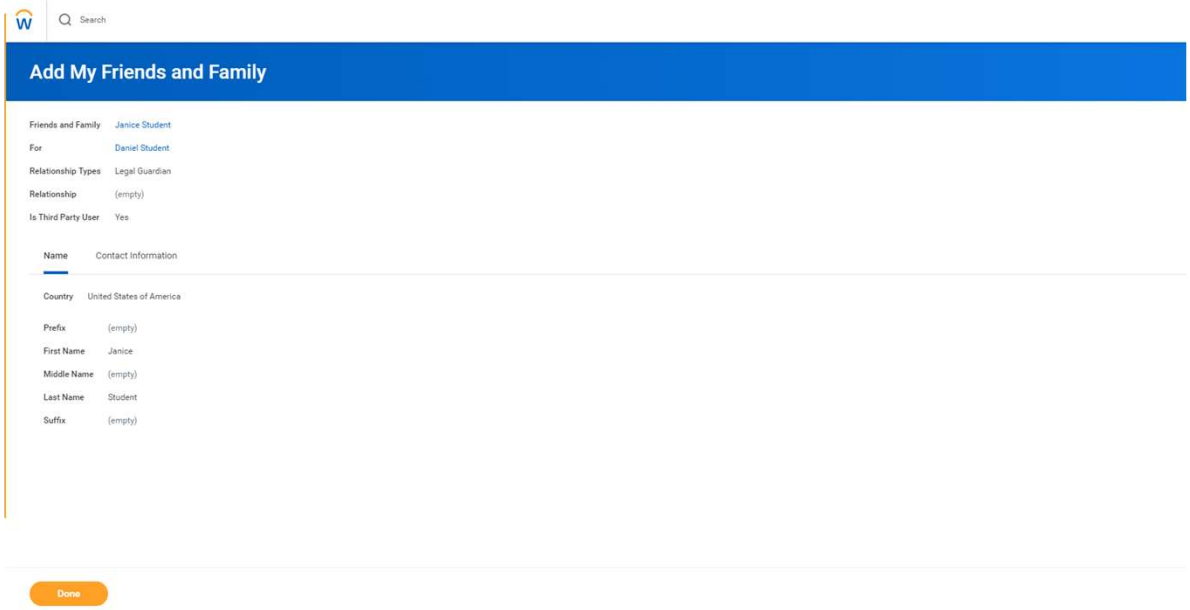
STEP 5

In the **Email** section, you'll be prompted to click **Add** and enter your contact's email information. When you're done, click **OK**.



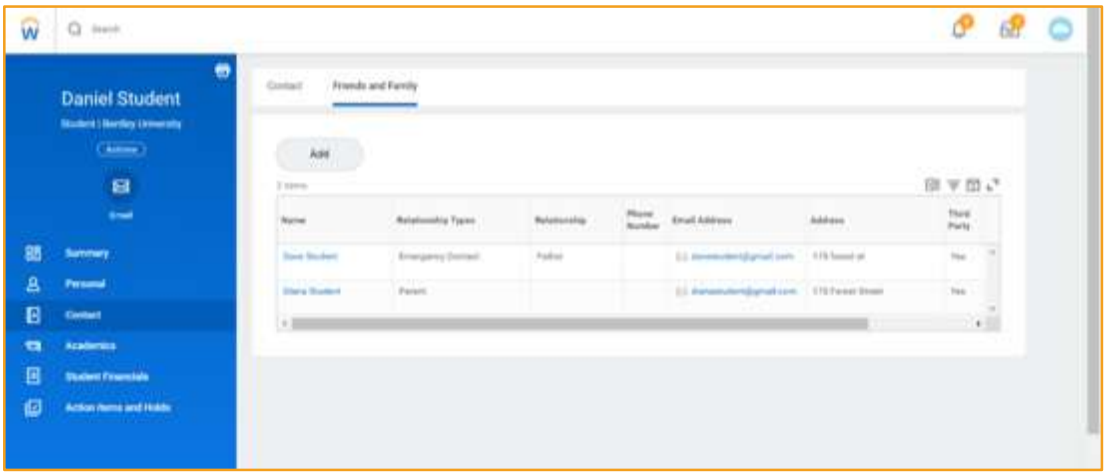
STEP 6

At this point, you'll be asked to review your contact's information. If everything looks accurate, click **Done**.



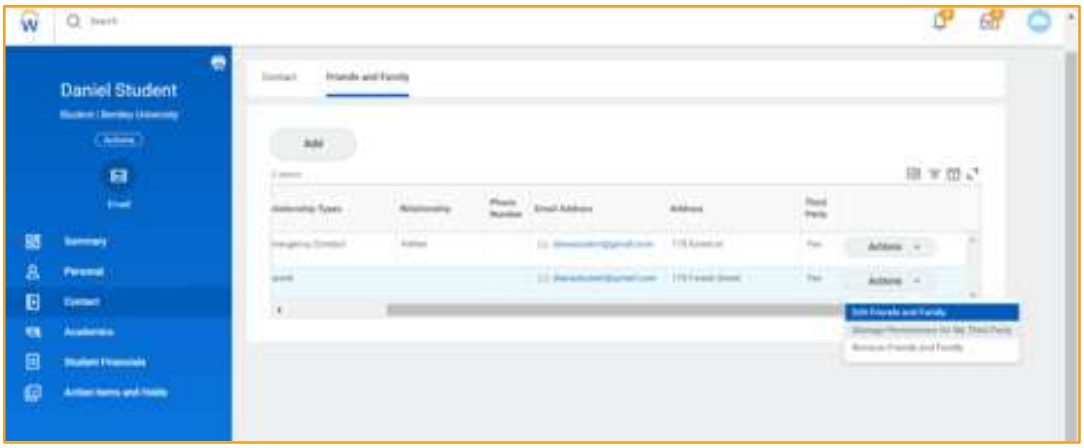
STEP 7

To confirm your contacts' information, simply return to the **Contacts** section, and click the **Friends and Family** tab, where you will see a list of your contacts. Be sure the Third Party section says **Yes**.



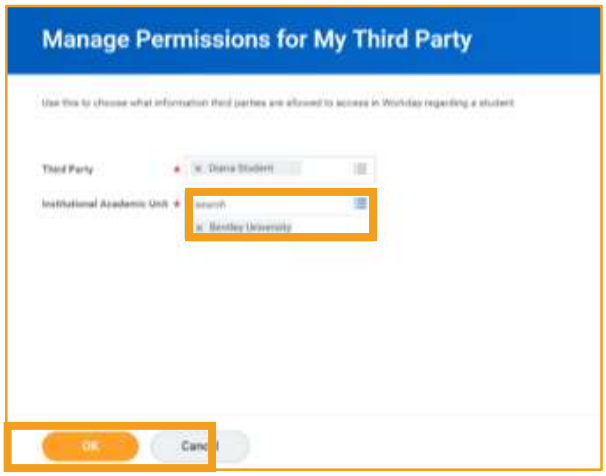
STEP 8

Select **Contact** from the left navigation, and then click the **Friends and Family** tab. Use the horizontal scrolling bar and move all the way to the right until you see the **Actions** button. Click the **Actions** button and in the drop-down menu, select **Manage Permissions for My Third Party**.



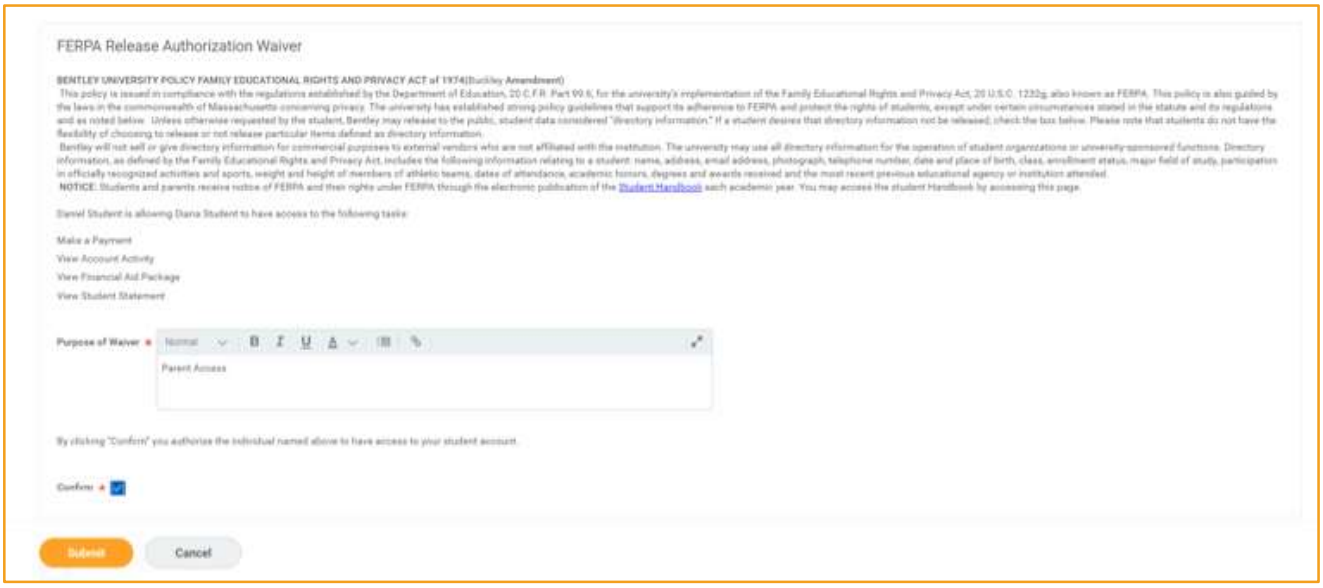
STEP 9

Confirm that the correct name appears in the **Third Party** field. Select **Bentley University for Institutional Academic Unit** and click **OK**.



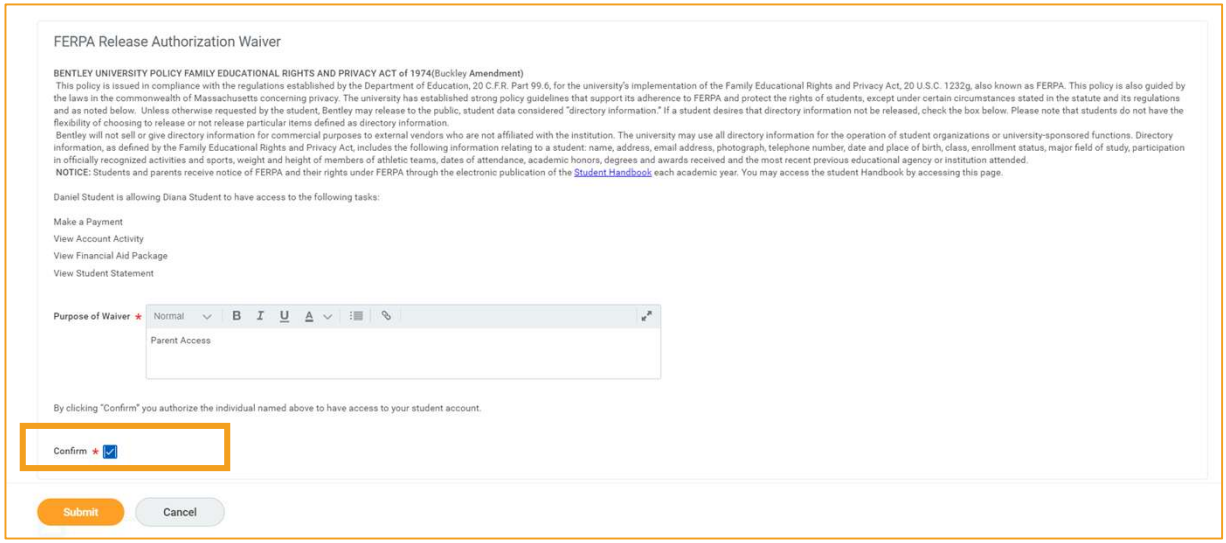
STEP 10

Under **Tasks Available for Third Party Users**, select the tasks you'd like to permit your contact to access and click **Submit**.



STEP 11

Last step! Review the **FERPA Release Authorization Waiver**. In the **Purpose of Waiver** field, type in “Parent Permission.” Then check the **Confirm** box, click **Submit**, and then click **Done**. Please notify your parent or guardian that two emails will be sent to the email address you provided. The first email contains their username; the second email includes their temporary password, along with a link to the parent portal.



FERPA Release Authorization Waiver

BENTLEY UNIVERSITY POLICY FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT of 1974(Buckley Amendment)
This policy is issued in compliance with the regulations established by the Department of Education, 20 C.F.R. Part 99.6, for the university's implementation of the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, also known as FERPA. This policy is also guided by the laws in the commonwealth of Massachusetts concerning privacy. The university has established strong policy guidelines that support its adherence to FERPA and protect the rights of students, except under certain circumstances stated in the statute and its regulations and as noted below. Unless otherwise requested by the student, Bentley may release to the public, student data considered "directory information." If a student desires that directory information not be released, check the box below. Please note that students do not have the flexibility of choosing to release or not release particular items defined as directory information.
Bentley will not sell or give directory information for commercial purposes to external vendors who are not affiliated with the institution. The university may use all directory information for the operation of student organizations or university-sponsored functions. Directory information, as defined by the Family Educational Rights and Privacy Act, includes the following information relating to a student: name, address, email address, photograph, telephone number, date and place of birth, class, enrollment status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, academic honors, degrees and awards received and the most recent previous educational agency or institution attended.
NOTICE: Students and parents receive notice of FERPA and their rights under FERPA through the electronic publication of the Student Handbook each academic year. You may access the student Handbook by accessing this page.

Daniel Student is allowing Diana Student to have access to the following tasks:

Make a Payment
View Account Activity
View Financial Aid Package
View Student Statement

Purpose of Waiver * Normal
Parent Access

By clicking "Confirm" you authorize the individual named above to have access to your student account.

Confirm *

Submit Cancel