

Overview:

This document explains how individuals that have been granted Third Party Access permissions by their Student can log into Workday.

- The recommended browser for accessing Workday is Google Chrome. However, Mozilla Firefox and Apple Safari may also be used.
- For assistance or training using these procedures, email the ITS Help Desk helpdesk@findlay.edu

Icons referred to in this document



Add Row



Prompt



Related Actions



Required Field

Third Party Access allows students to give permission to another individual (such as a parent) to perform tasks on their behalf.

Starting with the Fall 2021 semester, Workday is replacing MyFindlay as the University of Findlay's new student portal. Student Finances will become "live" in Workday beginning with the Fall 2021 semester, effective August 1, 2021. For Spring 2021 and Summer 2021 semester payments, please continue to use MyFindlay> Make a Payment (Cashnet).

During the Workday Student Onboarding process, students enter their Friends and Family contacts in Workday. If desired, they can designate contact(s) to be Third Party Users. The student must enter an email address for Third Party User(s), for UF to send them instructions and account information.

Note: If you need to change your email address, your student must do so for you in their Workday account under Contact > Friends and Family

Once a Student has authorized their Third Party User(s), the individual(s) will receive two emails. These emails are sent from findlay@myworkday.com with the Subject: Third-Party Access to University of Findlay Student Account:

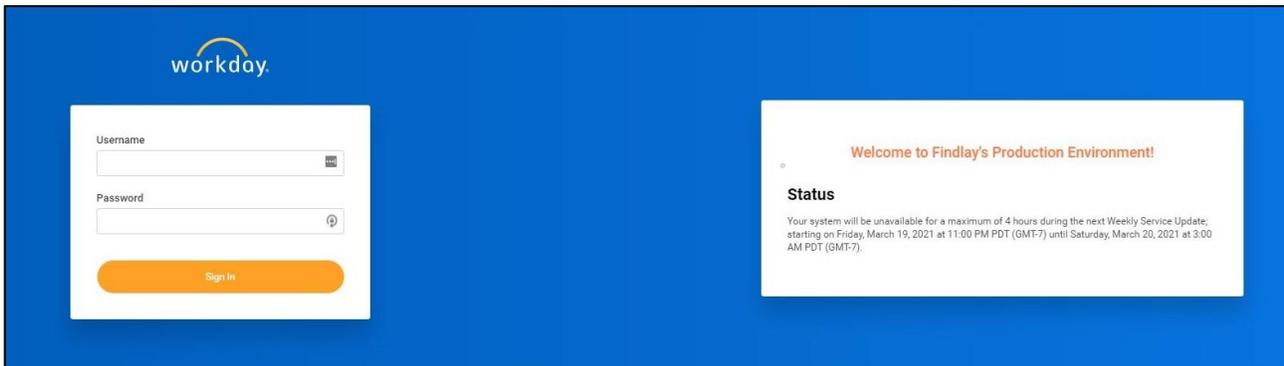
1. Email #1 Username
2. Email #2 Temporary Password

Both Emails contain the Workday Third Party Access website URL:

<https://wd5.myworkday.com/wday/authgwy/findlay/login.html?redirect=n>

Note: This website URL is different than the website URL a UF student would use to access Workday. It is recommended to log into the Third Party Access site using a desktop browser, like Google Chrome. The Workday app will not work. Using a mobile browser on a smart phone or tablet may not work.

1. Enter the username and temporary password



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Username

Password

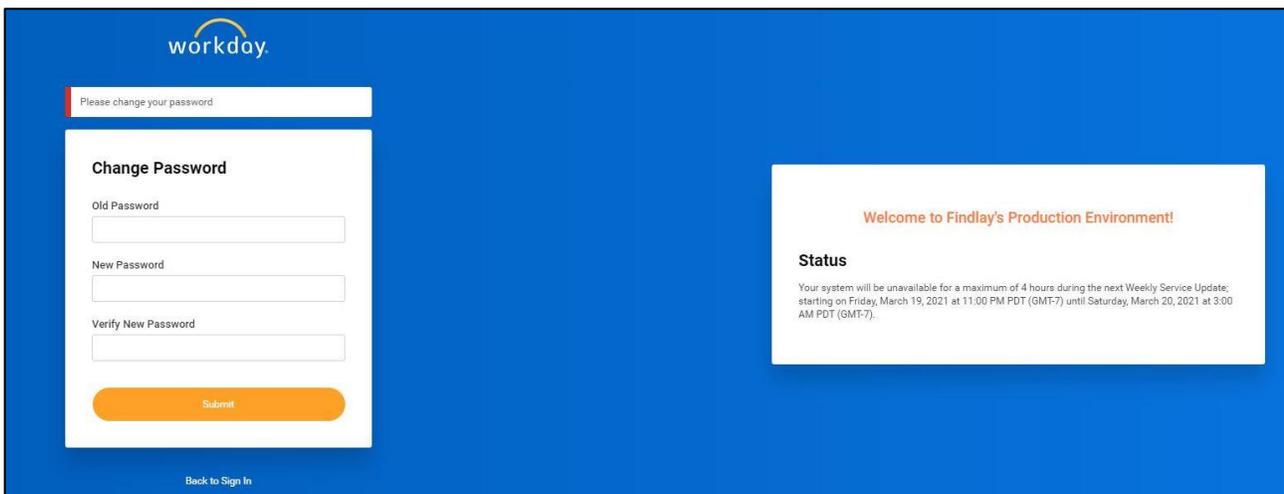
Sign In

Welcome to Findlay's Production Environment!

Status

Your system will be unavailable for a maximum of 4 hours during the next Weekly Service Update, starting on Friday, March 19, 2021 at 11:00 PM PDT (GMT-7) until Saturday, March 20, 2021 at 3:00 AM PDT (GMT-7).

2. You will be prompted to change your password



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Please change your password

Change Password

Old Password

New Password

Verify New Password

Submit

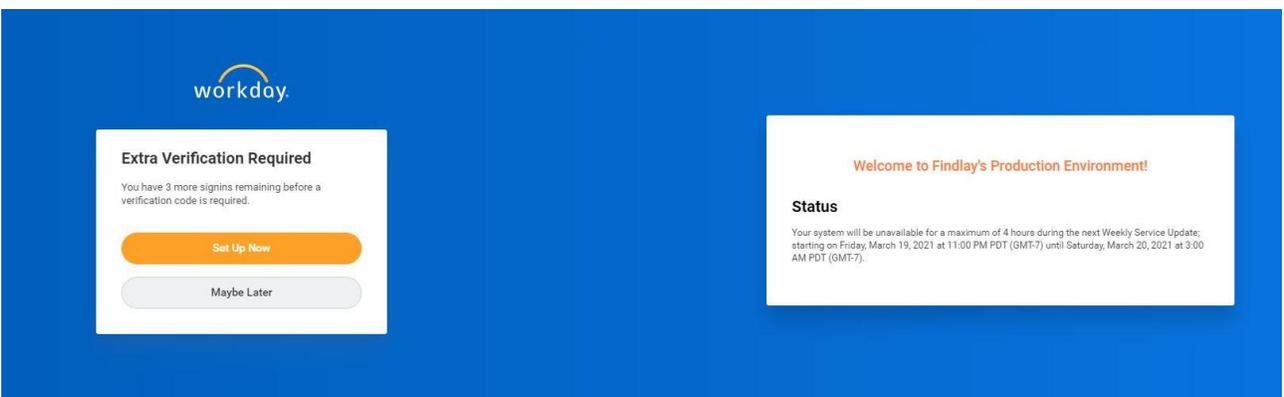
Back to Sign In

Welcome to Findlay's Production Environment!

Status

Your system will be unavailable for a maximum of 4 hours during the next Weekly Service Update, starting on Friday, March 19, 2021 at 11:00 PM PDT (GMT-7) until Saturday, March 20, 2021 at 3:00 AM PDT (GMT-7).

3. After successfully changing your password, the application will prompt you that it requires additional authentication and requires setup for security verification.



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Extra Verification Required

You have 3 more signins remaining before a verification code is required.

Set Up Now

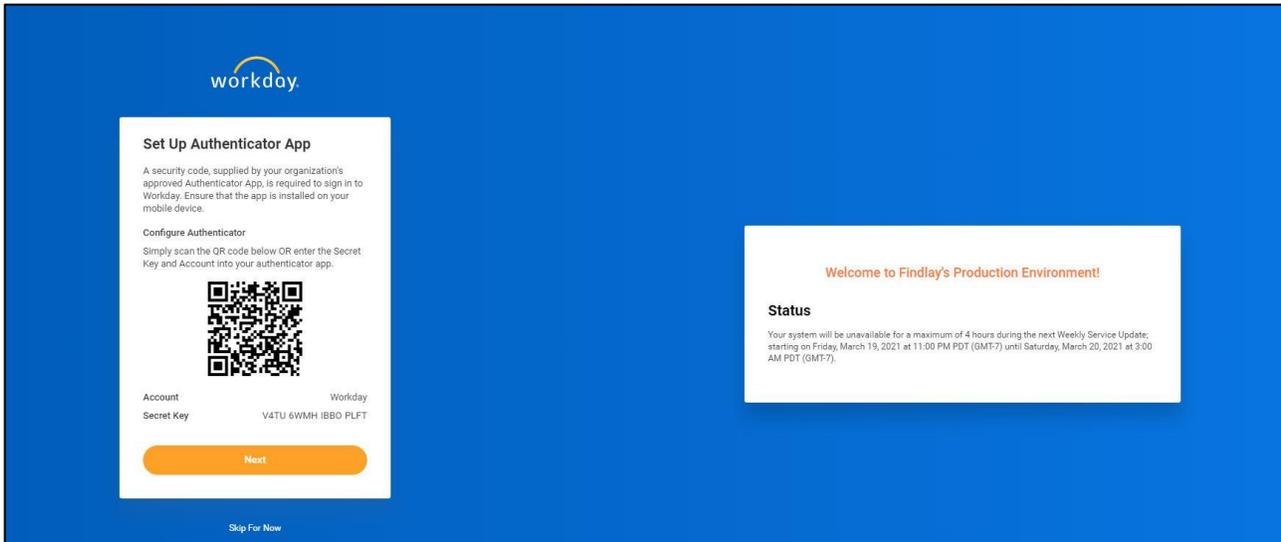
Maybe Later

Welcome to Findlay's Production Environment!

Status

Your system will be unavailable for a maximum of 4 hours during the next Weekly Service Update, starting on Friday, March 19, 2021 at 11:00 PM PDT (GMT-7) until Saturday, March 20, 2021 at 3:00 AM PDT (GMT-7).

- From your phone, scan the QR code on the screen OR if you already have the Microsoft Authenticator app, add an account and enter the Secret Key and Account.



Notes:

- The Authenticator app is used to keep students data safe and secure on Workday.
- The student controls the permissions for Third Party Access. The student can individually select one or many permission types from the list below:

Academics for Third Party	Finances for Third Party
View Financial Aid Package	View Financial Account Activity
View Current Classes	Pay Tuition Bills
View Student Grades	View Student Financial Statement

Notes:

- If a Third Party User needs to change their email address, the Third Party User's Student must do so in the Student's Workday account under Contact > Friends and Family.
- If a Third Party user did not receive or does not remember their Username, please email helpdesk@findlay.edu and the username will be sent to the email address on record.
 - Before emailing the Help Desk, please first ask the Third Party User's student to confirm they have entered the correct email address in their Workday account under Contact > Friends and Family.
- For Authenticator app issues, please contact helpdesk@findlay.edu to have the authenticator app reset or to get help setting it up. If the Authenticator app is reset, please log in and scan the QR code or type in the account and secret key. If you get a new phone, you will need to have the Authenticator app reset by the Help Desk and have to scan the QR code again or enter the account and secret key again. If it is using back up codes, that will not work and the Authenticator app needs to be reset.
- For Password resets: go to the Third Party Access website, select "Forgot Password?" and enter username and email. If Workday finds a match, it will send a Password Reset to the email entered.

Third Party Access website:

<https://wd5.myworkday.com/wday/authgwy/findlay/login.html?redirect=n>