

Overview:

This document explains how users with Third Party Access permissions can view their students' Academic information in 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 Office of the Registrar at registrar@findlay.edu.
- Third Party Access URL: <https://wd5.myworkday.com/wday/authgwy/findlay/login.html?redirect=n>

Icons referred to in this document



Add Row



Prompt



Related Actions



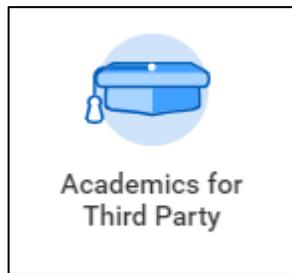
Required Field



Radio Button

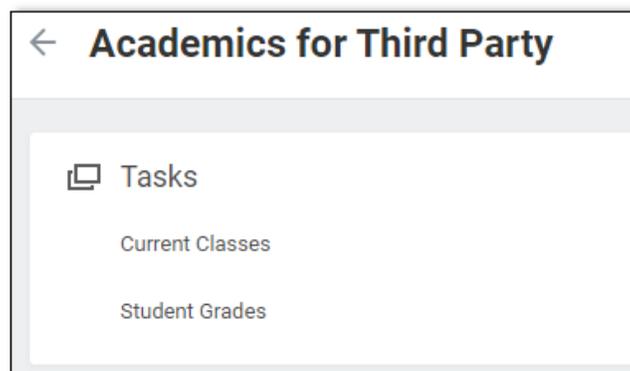
View Academic Information

1. Click the **Academics for Third Party** application on the Workday home page.



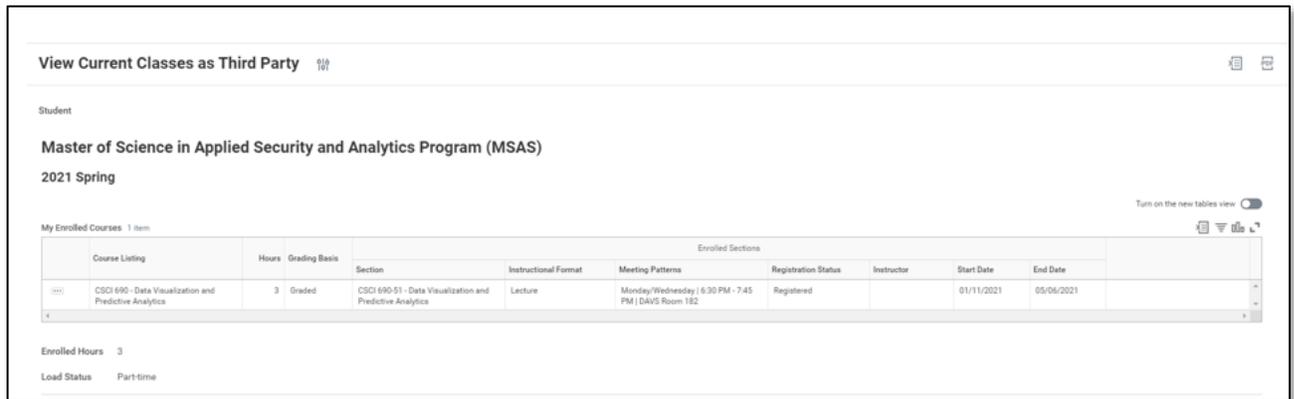
2. Under *Tasks*, there may be up to two options:
 - a. Current Classes
 - b. Student Grades

Note: Permissions are managed by a Student. Each of these tasks has a permissions setting, some users may have all or none, depending on what permission the Student has granted. The University of Findlay cannot manage or alter these student selections. Users should discuss with their Student if they feel they are missing the options to complete a task.



View Current Classes

1. Under *Tasks* select **Current Classes**
2. The Student name should default
Note: If there are multiple students that have authorized Third Party Access to one user then use the Prompt to select the desired student.
3. Click **OK**. This information can be exported to excel or pdf using the icons in the top right



View Current Classes as Third Party

Student

Master of Science in Applied Security and Analytics Program (MSAS)
2021 Spring

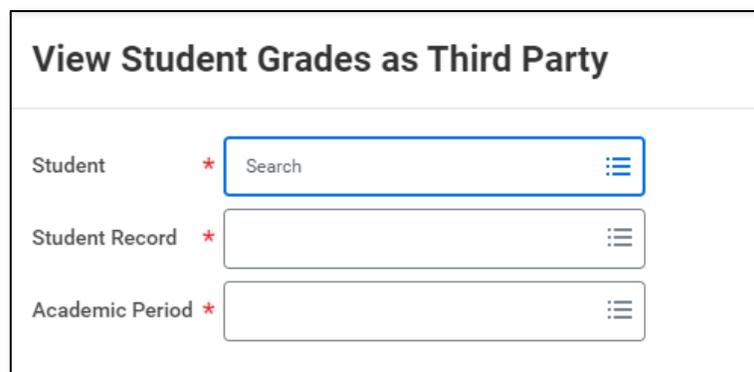
My Enrolled Courses: 1 item

Course Listing	Hours	Grading Basis	Enrolled Sections						
			Section	Instructional Format	Meeting Patterns	Registration Status	Instructor	Start Date	End Date
CSCI 690 - Data Visualization and Predictive Analytics	3	Graded	CSCI 690-51 - Data Visualization and Predictive Analytics	Lecture	Monday/Wednesday 6:30 PM - 7:45 PM DAVIS Room 1B2	Registered		01/11/2021	05/06/2021

Enrolled Hours: 3
Load Status: Part-time

Student Grades

1. Under *Tasks* select **Student Grades**
2. The Student name should default
Note: If there are multiple students that have authorized Third Party Access to one user then use the Prompt to select the desired student.
3. Select the **Student Record**
Note: If a Student has taken both Undergraduate and Graduate classes at UF, there will be multiple Academic records. Only one record can be viewed at a time.
4. Select the **Academic Period** for which you would like to view Grades.



View Student Grades as Third Party

Student *

Student Record *

Academic Period *



5. Click **OK**

View Student Grades as Third Party  

Academic Period Turn on the new tables view

Course Listing 3 items   

Course	Course Title	Hours	Grade	Course Enrollment Grade Points	Instructor
ACCT 496 - Seminar in Managerial Accounting	Seminar in Managerial Accounting	3	A	4	
BUAD 493 - Business Policy/Strategic Management	Business Policy/Strategic Management	3	A	4	
BUAD 495 - Seminar in Business Administration	Seminar in Business Administration	3	A	4	

Academic Period GPA 4.000
 Cumulative GPA 3.980