

Configure My Friends and Family for Third Party Benefits

This quick reference guide (QRG) details how to configure your 3rd Party FERPA Release (called Friends and Family in Workday) to grant third-party access to your student information. This does not mean your Third Party will have direct access to your account in Workday. The university must have a completed FERPA release to exchange information that is required for timely delivery of your benefits.

To configure your 3rd Party FERPA release for your Third Party, complete the following steps.

CONFIGURE FRIENDS AND FAMILY

From the Workday Home page:

1. Click the **Profile Icon** in the top right-hand corner of the page.
2. Click the **View Profile** button.
3. Select **Contact** from the 'Student Profile Menu'.
4. Select the **Friends and Family** tab.
5. Click the **Add** button.
6. Choose the relationship type **Proxy** from the dropdown list. To grant third-party access check the **Is Third Party User** checkbox.

7. Enter your **Third Party** in the first name and **"3rd Party"** in the last name fields under the **Name** tab.
8. Select the **Contact Information** tab.
9. Click the Add button on the email box and add the email **3rdparty@uark.edu**.
10. Click **OK**.
11. Click **Done**. Before you are done, you will need to go in and manage third party permissions. Instructions are on the following page.



The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Please go to the Registrar's website for more information about FERPA and what it means to you.

As a student, you may choose to allow specific individuals, such as parents, to view your student education records. You must complete a release form to allow 3rd parties to access paying for your education.

Step-by-step screenshots shown on page 3.

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MANAGE THIRD PARTY PERMISSIONS

From the Friends and Family tab:

1. Click the **Actions** button in the row that you created for your Third Party
2. Select **Manage Permissions for My Third Party** from the dropdown list.
3. Click **OK**.
4. Check the **Allowed** checkbox for the following tasks:
 - Make A Payment
 - View Financial Aid Package
 - View Student Statement
 - View Current Classes
 - View Student Grades

5. Click **OK**.
6. Enter a reason for granting this permission into the **Purpose of Waiver** field. Something like 'Giving third party access for Third Party benefits' is sufficient.
7. Check the **Confirm** checkbox.
8. Click **Submit**.



Your Third Party will not be able to access your account directly within Workday. Information exchange is provided to your Third Party by the university and includes only what is required to receive benefits.

Step-by-step screenshots shown on page 4.

Configure My Friends and Family for Third Party Benefits

CONFIGURE FRIENDS AND FAMILY SCREENSHOTS

Add My Friends and Family

For

Relationship Types *

Relationship

Is Third Party User
Alert: You must still grant permissions to this third-party user. Af

Preferred Languages

Contact Information

Country *

Prefix

First Name *

Middle Name

Last Name *

Suffix

Email

Email Address *

Type *

CH. 31 VR&E Students: Enter the information exactly as you see it in the red boxes. DO NOT enter the information for your individual counselor. Any permissions previously in the UA Connect FERPA release did not transfer over to Workday.

If this is not completed exactly as instructed, it will delay your benefits.

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MANAGE THIRD PARTY PERMISSIONS SCREENSHOTS

