

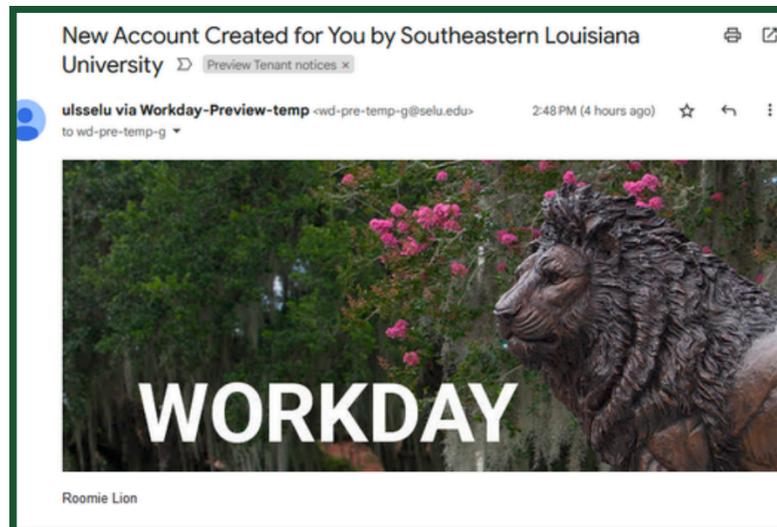
First Time Third Party User

Overview

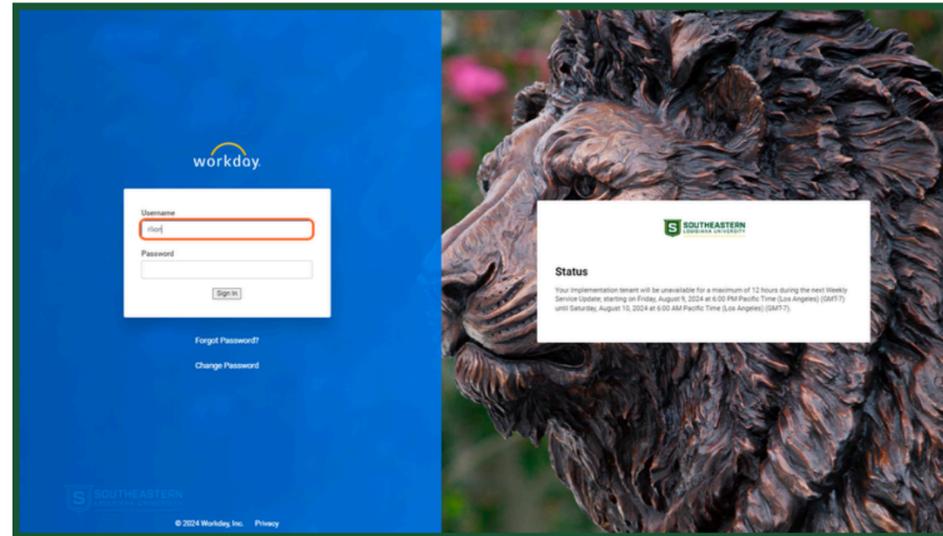
This quick reference guide will cover how to set up your Third Party access to your student's Workday account. Once a student grants permission to a Third Party user to view their student details, two emails (one for username and one for password) are generated to the Third Party user with log in credentials to Workday, Southeastern's student information system.

Process

1. Enter the URL included in the credential email into your web browser to get to the Workday sign in page.



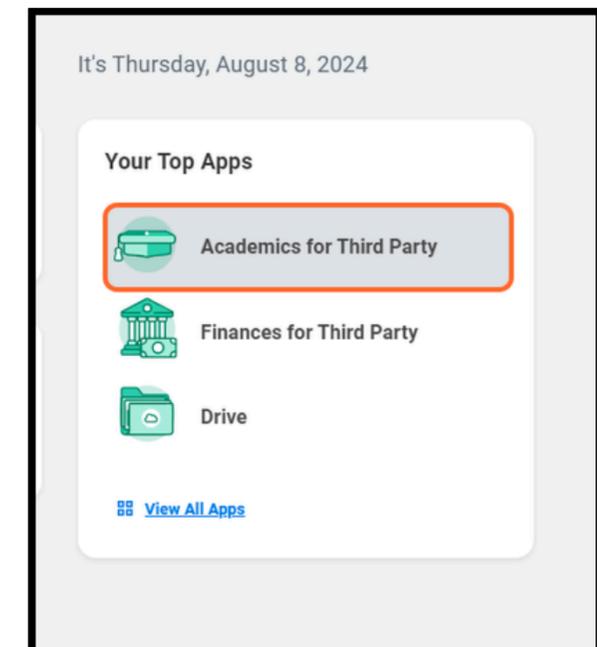
2. Enter the username and temporary password that was provided in the Workday delivered email. Then click **Sign In**.



NOTE: The first time logging in, the password must be changed. Enter the temporary password again in the Old Password field. Create a new password in the New Password field. The password must be at least 8 alphanumeric characters. On the first log in, Multifactor Authentication must be configured. Either an email One-Time Passcode or an Authenticator App must be configured.

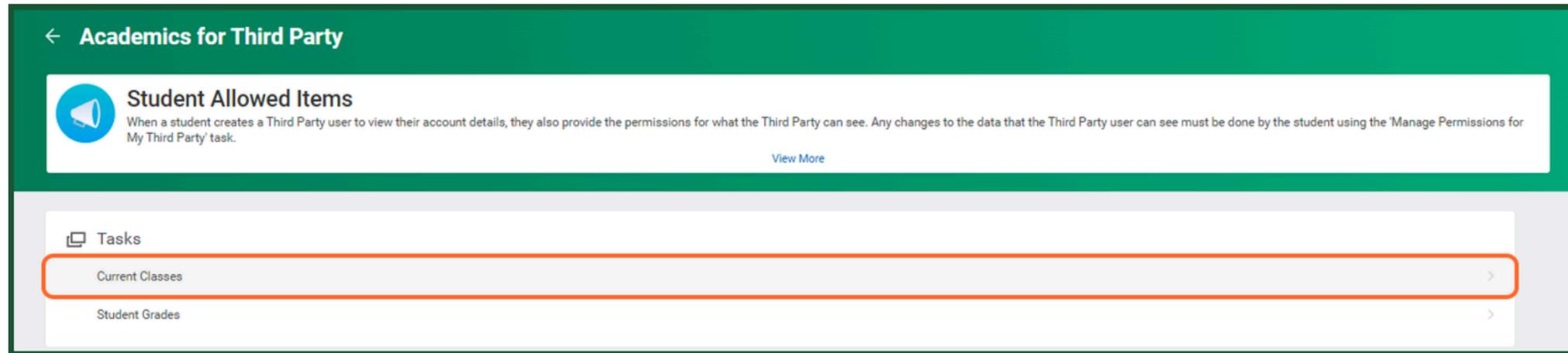
3. Once logged into Workday, the student data that the student has granted permissions to can be found in the **Academics for Third Party** app and the **Finances for Third Party** app.

Note: Third Party User Access is maintained by the student, users may be granted different levels of access. Third party users should contact the student when requesting additional access.



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4. From the **Academics for Third Party** app, you can view a student's current classes and grades.



6. To navigate back to the main page, select the Southeastern logo.



5. From the **Finances for Third Party** app, you can view a student's account activity, view financial aid packages, view their student statement and make a payment via NelNet.

