# **Navigating Workday for Parent/Third Party Proxy**

On this job aid:

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- Finances in Workday
  - Academic Terms in Workday

## Home Page

The Workday home page contains the Workday Inbox -- tasks that require your attention. If authorized, it may contain **Academics for Third Party** and **Finances for Third Party** apps.

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Hello	There				It	's Monday	/, March 20, 202	3	
Awaiti	ng Your Action					Your Top	o Apps		
	Yo	ou're all caught up on your	inbox items.				Academics for T Party	hird	
							Finances for Thi	rd	
Timely	/ Suggestions								
	Here's v	/here you'll get updates on	your active items.			Z	Favorites		
						BB <u>View</u>	<u>All Apps</u>		

Use your browser's back button or click the Lynn logo to return to the Workday home page.

When you're finished, click the profile/cloud icon in the upper right then click the Sign Out button.

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### Academics in Workday

Open the Academics for Third Party app



(1) Note: Your screen may look different. Your options will depend on your permission

You will see a list of items your student gave permission to access. You may see **Current Classes** and/or **Student Grades** and/or **Generate Unofficial Transcripts**.

<ul> <li>Academics for Third Party</li> </ul>				
🖵 Tasks				
Current Classes				
Generate Unofficial Transcript for Student				
Student Grades				

Click open an item and follow the prompts to view details.

#### Finances in Workday

Open the Finances for Third Party app.



You will see a list of items your student gave permission to access. You may see:

**(**)

🖵 Tasks
View Account Activity
View Financial Aid Packages
Current Payment Elections
Make a Payment
View Student Statement
Less (2)

Click open an item and follow the prompts to view details.

ONOTE: Depending on your selections, you will be prompted to select: Student Name, Institution ("Lynn University"), Award Year (Financial Aid), Academic Period (Statements and Grades).

Student *	× Dipper Pines	
Institution *		
Award Year ★		
ок	Cancel	

You will also see announcements at the top of the app with additional useful information.

You can use your browser's back button, or click the Lynn logo to return to the Workday home page.

When you're finished, click the profile/cloud icon in the upper right then click the **Sign Out** button.

#### Academic Terms in Workday

ACH payments use the current term in Workday, but payments will apply to the correct, upcoming term (e.g., during the summer, the Summer term is selected in Workday, but payments will be correctly posted to the Fall semester).