

View Third Party Permissions for a Student

This quick reference guide (QRG) details how to view a student's third-party permissions in Workday.

To view a student's third-party permissions, complete the following steps.

VIEW THIRD PARTY PERMISSIONS

From the Workday Home page:

1. Search for the student by typing the student's name or identification number in the search bar.
2. Select the student to access their student profile.
3. Select **Contact** from the 'Student Profile Menu'.
4. Select the **Friends and Family** tab.
5. Click the name in blue text of the user in the row of the person you wish to view permissions of.

6. Select the **Permissions** tab.

View Friends and Family Details Amanda Arkansas

Student: Andrew Arkansas
Student Proxy Type: Emergency Contact Parent
Relationship: Mother
Is Third Party User: Yes
Preferred Languages: English
Comments: (empty)

Name Contact Information **Permissions**

Current Permissions 1 item

Completed On	Institution	Allowed Tasks	Privacy Release Authorization Waiver	
02/19/2025 07:08:34.962 PM	University of Arkansas, Fayetteville	Generate Unofficial Transcript Make a Payment View Account Activity View Current Classes	Yes	View

Andrew Arkansas
Student | University of Arkansas, Fayetteville

Actions

Email

Summary
Academics
Personal
Contact

Contact Friends and Family My Friends & Family with Third Party Access

Add

1 item

Name	Relationship Types	Relationship	Phone Number
Amanda Arkansas	Emergency Contact Parent	Mother	+1 (479) 5752000



Note: If no permissions display, the student did not complete the 'Manage Friends and Family' task to set up permissions.



Note: Authorized users can also run the report 'RPT – Privacy Permissions for Students' to view student privacy permissions. Please refer to this QRG for more information: [Student Records: Privacy Permissions for Students](#)