

Related Issue/Question

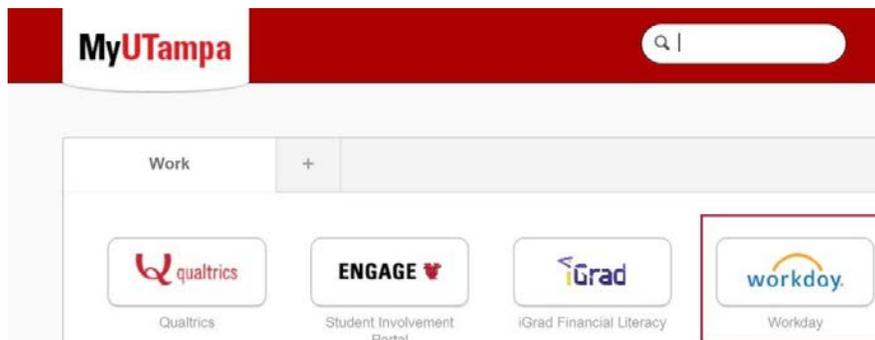
- How can I record a FERPA release in Workday?
- How do I add an emergency contact?

Environment

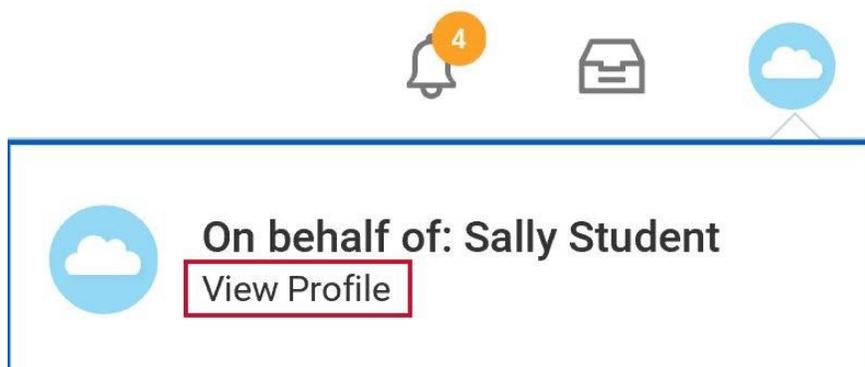
No limitations.

Please note: Students who are also Student Workers will have two profiles (Worker and Student) - select the **Student*** profile.

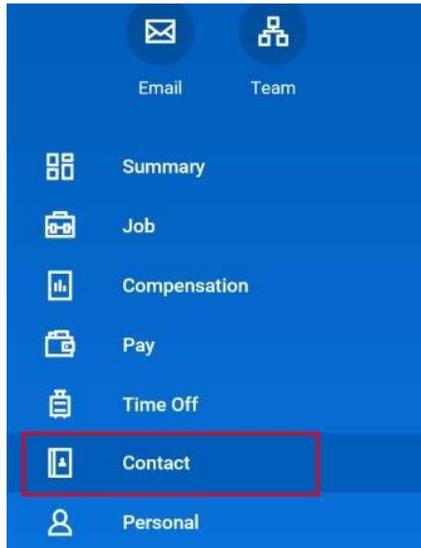
1. Login to [MyUTampa](#) and select the **Workday** icon.



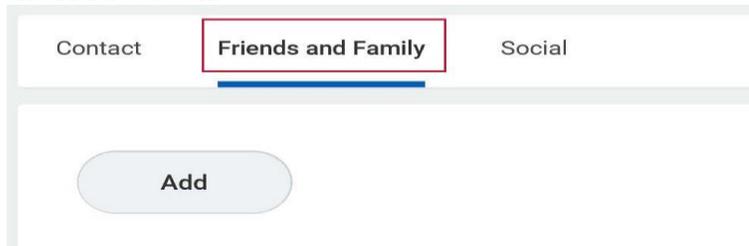
2. Select the **cloud** in the upper right-hand corner and select **View Profile***.



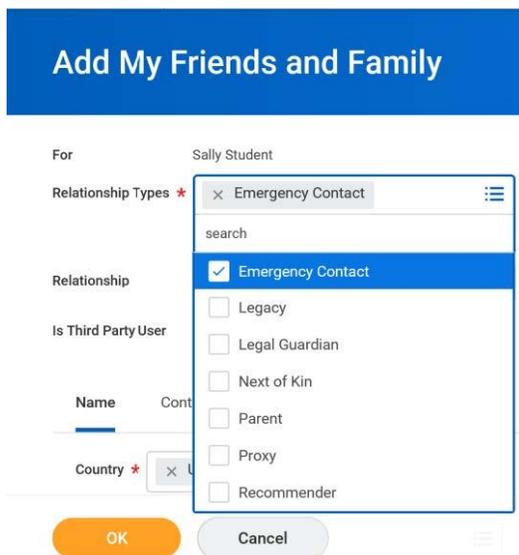
3. Select **Contact** (on the left-hand side of the screen).



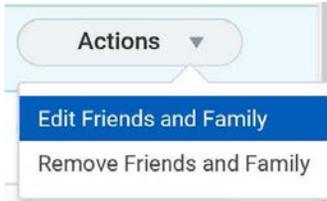
4. Select the **Friends and Family** tab to update an existing record, or if not listed, click the **Add** button.



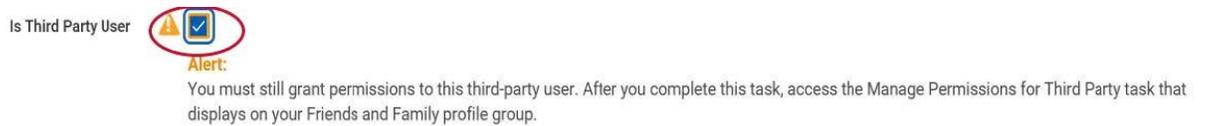
5. If you are adding a contact use the drop-down menu to identify the **Relationship** types (an example is shown below for adding an Emergency Contact).



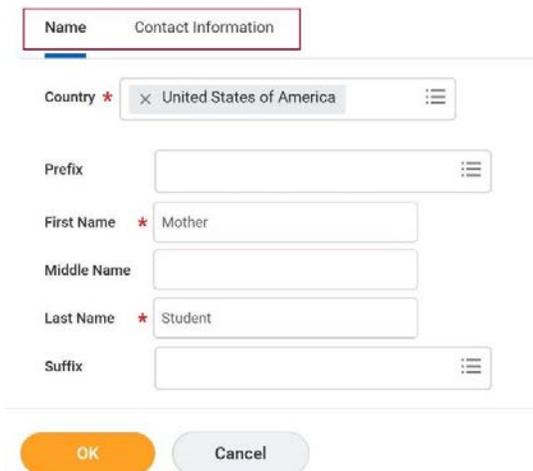
6. If you are editing an existing contact, select the edit Friend and Family option (shown below). **Tip:** Use the *scroll bar at the bottom* of the screen to scroll right to access the **Actions** area.



7. Whether you are editing or adding an additional contact it is important to select the **Is Third Party User** box. A message will alert you that specific permissions will still need to be granted.



8. Next complete the information at the bottom of the screen in the **Name** and **Contact** Information tabs. Only one form of contact is required in the contact information tab area (i.e. email).

A screenshot of a contact information form. At the top, there are two tabs: 'Name' (selected) and 'Contact Information'. Below the tabs are several input fields: 'Country' with a dropdown menu showing 'United States of America'; 'Prefix' with an empty dropdown menu; 'First Name' with the text 'Mother'; 'Middle Name' with an empty text box; 'Last Name' with the text 'Student'; and 'Suffix' with an empty dropdown menu. At the bottom of the form are two buttons: 'OK' (orange) and 'Cancel' (grey).

The image shows a contact form with the following fields and options:

- Email Address:** reni@acd.net
- Type:** Home
- Primary Work:**
- Primary Home:**
- Use For:** (empty dropdown)
- Visibility:** Public
- Comments:** (empty text area)
- Buttons:** Remove, Add

Below the form, there are three sections: **Phone**, **Address**, and **Email**. Each section has an **Add** button. The **Email** section is highlighted with a red border.

At the bottom, there are two tabs: **Name** and **Contact Information**. The **Contact Information** tab is selected.

9. Make sure that the **Is Third Party User** indicates **Yes** (as shown below).
10. Select **Done** at the bottom of the screen.
11. While still on the Friends and Family tab use the *scroll bar at the bottom* of the screen to **scroll right**, select the **Actions** drop down and choose Manage Permissions for **My Third Party**.
12. Make sure that the **Is Third Party User** indicates **Yes** (as shown below).

Is Third Party User

Yes

13. Select **Done** at the bottom of the screen.

The screenshot shows a form titled "Name" with a sub-header "Contact Information". Below this, there are several fields: "Country" (United States of America), "Prefix" (empty), "First Name" (Mother), "Middle Name" (empty), "Last Name" (Student), and "Suffix" (empty). At the bottom of the form, there is an orange button labeled "Done" which is highlighted with a red rectangular box.

14. While still on the Friends and Family tab use the *scroll bar at the bottom of the screen* to **scroll right**, select the **Actions** drop down and choose **Manage Permissions for My Third Party**.

The screenshot shows a table with columns "Address" and "Third Party". The "Third Party" column contains the text "Yes". To the right of the table is an "Actions" dropdown menu. The dropdown menu is open, showing three options: "Edit Friends and Family", "Manage Permissions for My Third Party", and "Remove Friends and Family". The "Manage Permissions for My Third Party" option is highlighted with a red rectangular box.

15. **IF** the Manage Permissions for My Third Party does not display in the Actions area (example below) the Third Party was not successfully added (reference step 6 above).

16. Select OK as you are managing permissions for the person listed.

17. Click the **Allowed** checkbox to grant permissions for any or none of the financial options.

The screenshot shows a dialog box titled "Tasks Available for Third Party User". It contains three tasks, each with a "Task Name", "Description", and an "Allowed" checkbox. The first task is "Make a Payment" with a checked checkbox. The second task is "View Financial Aid Package" with a checked checkbox. The third task is "View Account Activity" with an unchecked checkbox. At the bottom of the dialog box, there are two buttons: "OK" (highlighted with a red rectangular box) and "Cancel".

18. Click **OK**.

19. Complete the FERPA Authorization Waiver.

FERPA Release Authorization Waiver

In the box labeled "Purpose of Waiver", students have the option to paste any of the following record types to grant to the third-party: Grades, Transcript, or All educational records

Elizabeth Hildenstein is allowing to have access to the following tasks:

Make a Payment
View Financial Aid Package

Purpose of Waiver *

In accordance with the Family Educational Rights and Privacy Act of 1974, the University will not disclose information from the student education records without the written consent of the student. Unless the student specifies otherwise, this consent will remain in effect throughout the student's enrollment at the University.

Confirm *

Submit Cancel

20. Select **Confirm** and then **Submit**.

Related Videos:

[How to record FERPA Release in Workday?](#)