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.

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1. Login to **MyUTampa** and select the **Workday** icon.

![MyUTampa Workday icon](image1)

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

![View Profile](image2)
3. Select **Contact** (on the left-hand side of the screen).

![Contact Menu](image)

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

![Friends and Family Tab](image)

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).

![Add My Friends and Family](image)
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.

![Actions](image)

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.

![Is Third Party User](image)

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).

![Name and Contact Information](image)
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).
13. Select **Done** at the bottom of the screen.

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**.

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.
18. Click **OK**.

19. Complete the FERPA Authorization Waiver.

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

**Related Videos:**

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