Related Issue/Question

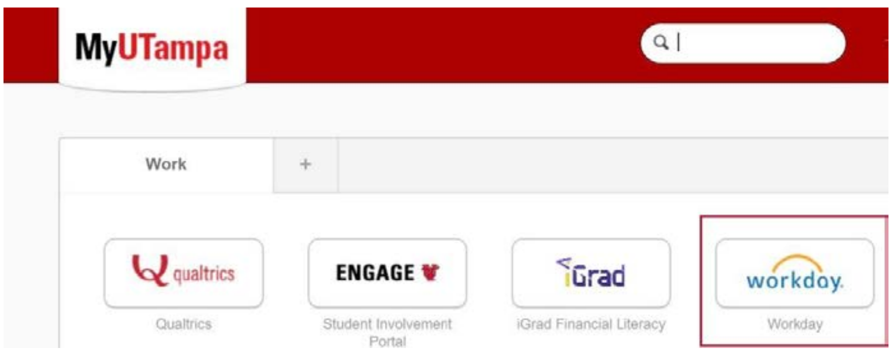
- How can I record a FERPA release in Workday?
- How do I add an emergency contact?

Environment

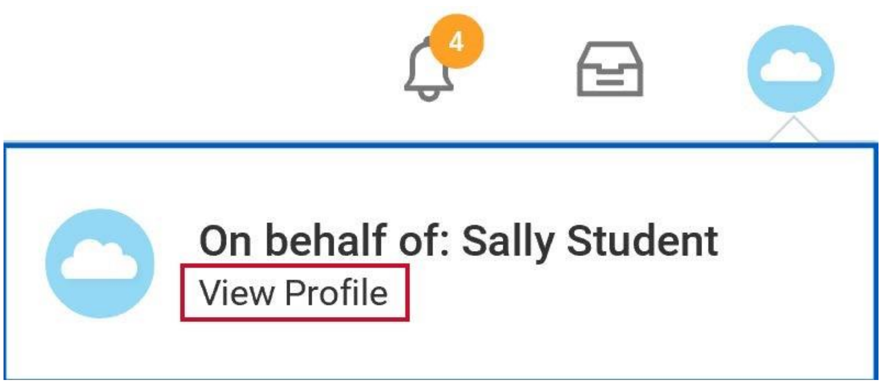
No limitations.

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

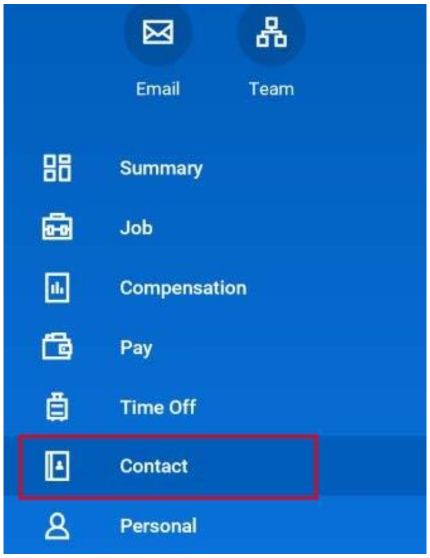
1. Login to MyUTampa and select the **Workday** icon.



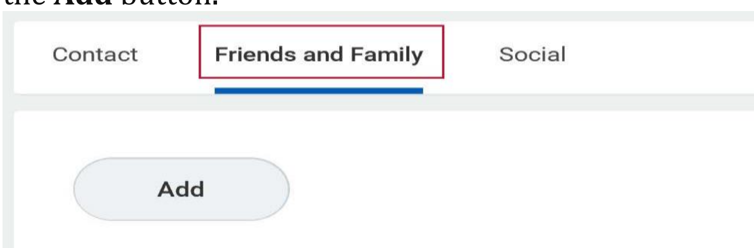
2. Select the **cloud** in the upper right-hand corner and select **View Profile***.



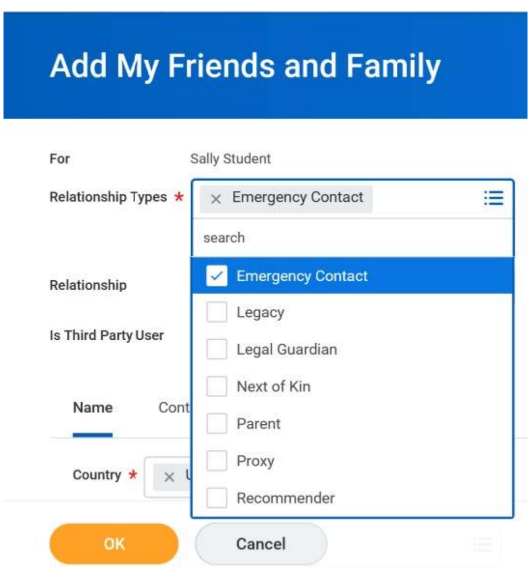
3. Select **Contact** (on the left-hand side of the screen).



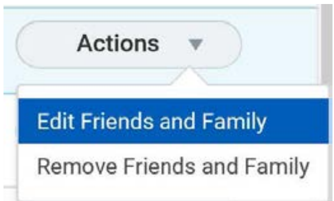
4. Select the **Friends and Family** tab to update an existing record, or if not listed, click the **Add** button.



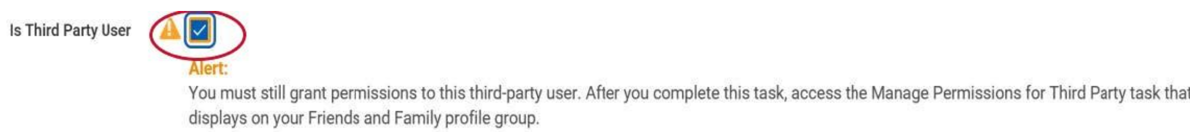
5. If you are adding a contact use the drop-down menu to identify the **Relationship** types (an example is shown below for adding an Emergency Contact).



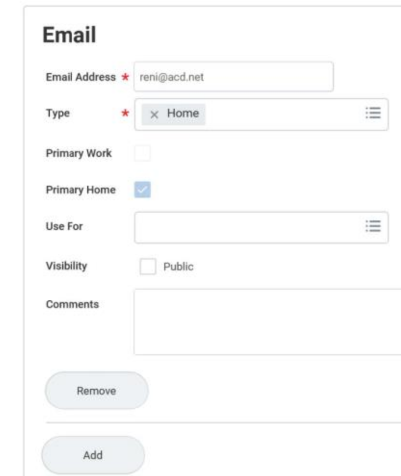
6. If you are editing an existing contact, select the edit Friend and Family option (shown below). ***Tip***: Use the *scroll bar at the bottom* of the screen to scroll right to access the **Actions** area.

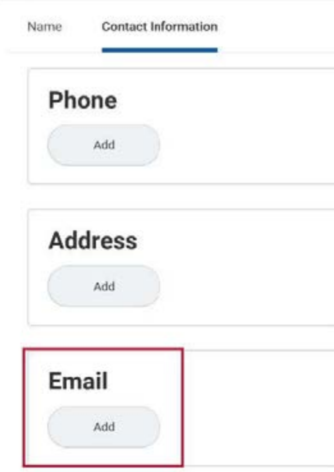


7. Whether you are editing or adding an additional contact it is important to select the **Is Third Party User** box. A message will alert you that specific permissions will still need to be granted.



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).





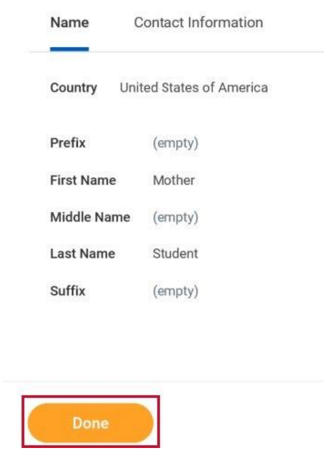
9. Make sure that the **Is Third Party** User indicates **Yes** (as shown below).

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**.

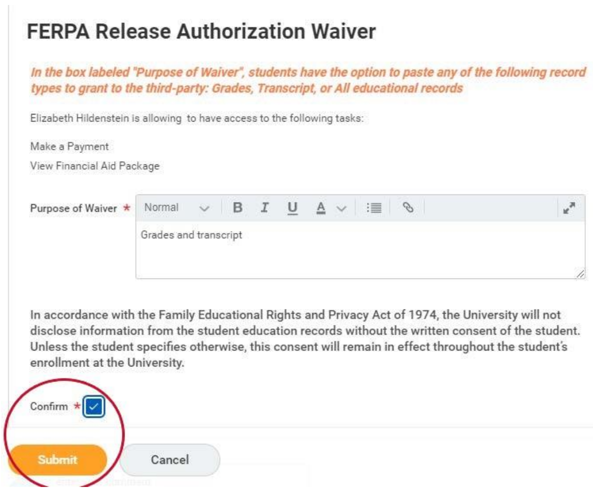
15. **IF** the Manage Permissions for My Third Party does not display in the Actions area (example below) the Third Party was not successfully added (reference step 6 above).

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?**]