THIRD PARTY ACCESS:
Access Your Student's Information

FORT HAYS STATE UNIVERSITY

This document explains how a parent or other individual who has been granted Third Party Access by a Fort Hays State University student can log in to their Third Party account and access that student's billing, financial aid, registration/current classes, and grade information.

NOTE: **Third Party Access instructions for <u>Undergraduate Academic Standing</u> is covered in a separate document, available at** www.fhsu.edu/workday/third-party-access.

The recommended browser is Google Chrome. Mozilla Firefox and Apple Safari may also be used.

ASSISTANCE:

- **Student Financials (payments/billing):** Contact Student Fiscal Services, Picken Hall 317, at 785-628-5251 or visit www.fhsu.edu/sfs/.

- **Financial Aid:** Contact the Financial Assistance Office, Picken Hall 202, at 785-628-4408 or visit www.fhsu.edu/finaid/.

- **Grades, Registration, Current Classes:** Contact the Registrar's Office, Picken Hall 302, at 785-628-4222 or registrar@fhsu.edu.

- **Academic Advising, Probation and Suspension:** Contact the Academic Advising and Career Exploration Center, 1st Floor Fischli-Wills Center for Student Success, at 785-628-5577 or advising@fhsu.edu.

- **Third Party login:** Complete the **Third Party Login Reset Request** form available at www.fhsu.edu/workday/third-party-access (Please allow 1-2 business days for an administrator to process your request.)

- **Other technical assistance:** Contact TigerTech, Tomanek Hall 127, at 785-628-3478 or visit www.fhsu.edu/workday/third-party-access.

Steps:

1. To access the Third Party Access site, **go to www.myworkday.com/fhsu/d/home.htmld?redirect=n** and **sign in** using the username and password that were provided in your Third Party Access emails and account setup process.

   NOTE: The site link (above) was included in the emails you received with your username and password.

   FHSU Employees: This link and login are specifically for Third Party Access. They are different from the link and login you normally use to access your employee account.

2. Click the **Menu icon** in the top left corner of the window.

3. Click the **Third Party Access** app to open the *Third Party Access* dashboard.

   - If you have Third Party Access for **multiple students**, you can select a student after clicking on a task.

   - All Third Party tasks will be listed; however, you may not be able to use all of them, depending on which access the student has granted to you.

   - If you have not been granted access to a particular task, you will receive a message stating that you do not have permissions to see that page. Your student can update their Third Party permissions at any time.