

THIRD PARTY ACCESS:

Steps for the Parent/Third Party User (Account Setup)

This document explains how a parent or other individual who has been granted Third Party Access to a Fort Hays State University student's information can set up their Third Party account.

For assistance using these procedures, contact TigerTech, Tomanek Hall 127, at 785-628-3478 or visit www.fhsu.edu/workday/third-party-access.

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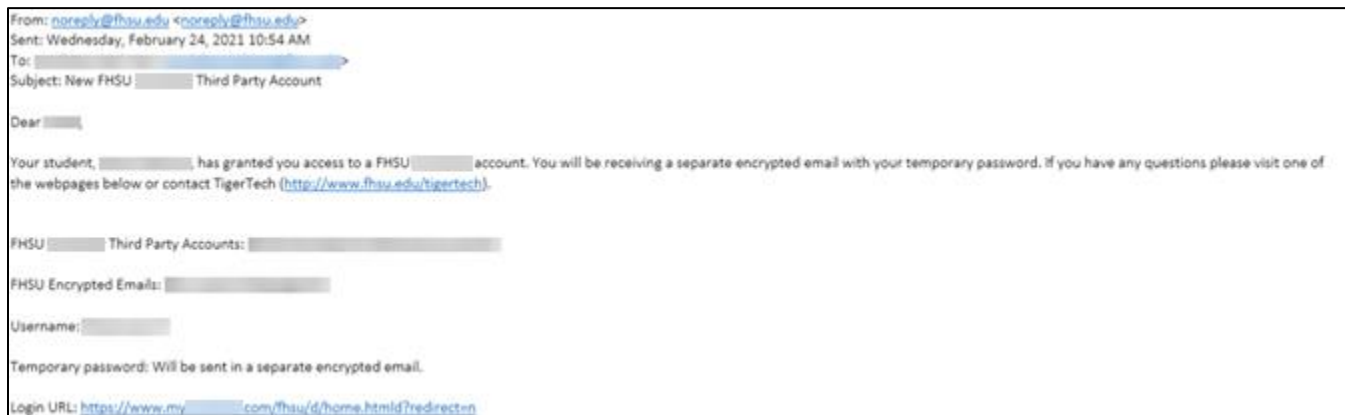
[Steps for the Parent/Third Party User \(Account Setup\)](#)

[Third Party Login Reset \(if needed\)](#)

Steps for the Parent/Third Party User (Account Setup)

When a parent or other individual is designated as a *Third Party User*, they will receive two emails from FHSU: an email providing a username and instructions, and a separate, encrypted email providing a password.

This is an example of the email containing a username and instructions for accessing the Third Party account.



From: noreply@fhsu.edu <noreply@fhsu.edu>
Sent: Wednesday, February 24, 2021 10:54 AM
To: [Redacted]
Subject: New FHSU [Redacted] Third Party Account

Dear [Redacted],

Your student, [Redacted], has granted you access to a FHSU [Redacted] account. You will be receiving a separate encrypted email with your temporary password. If you have any questions please visit one of the webpages below or contact TigerTech (<http://www.fhsu.edu/tigertech>).

FHSU [Redacted] Third Party Accounts: [Redacted]

FHSU Encrypted Emails: [Redacted]

Username: [Redacted]

Temporary password: Will be sent in a separate encrypted email.

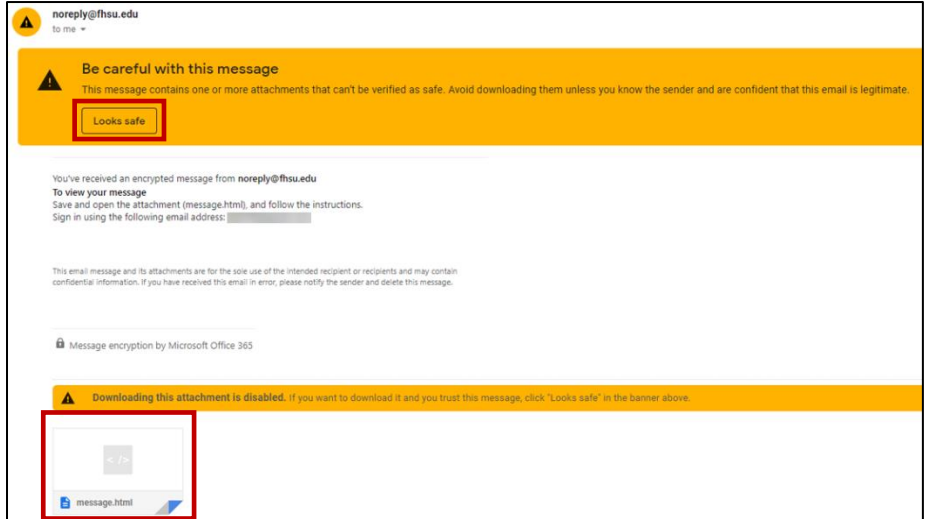
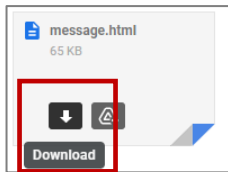
Login URL: [https://www.my\[Redacted\].com/fhsu/d/home.html#redirecten](https://www.my[Redacted].com/fhsu/d/home.html#redirecten)

THIRD PARTY ACCESS:

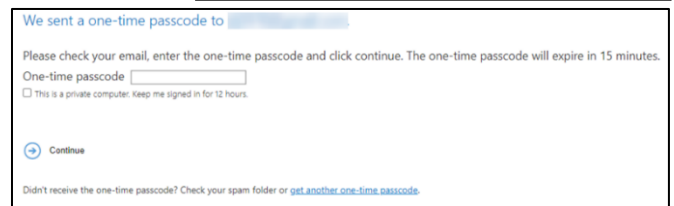
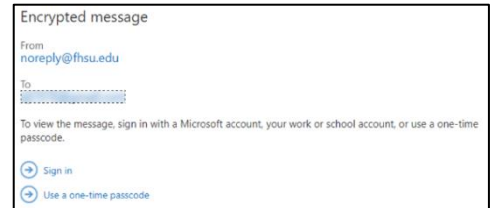
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This is an example of the separate **encrypted email** the Third Party will receive:

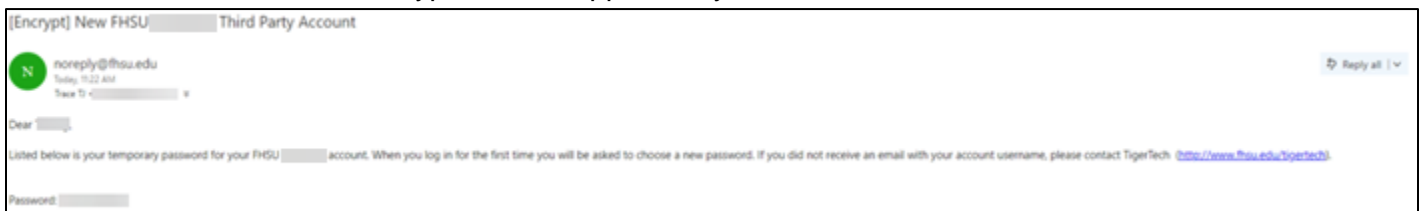
1. Click **Looks safe**.
2. Click on the **message attachment**, then hover over the attachment and select **Download**.



3. If you do not have a Microsoft account, select **Use a one-time passcode**.
4. Refer to your **Inbox** to receive the one-time code, then **enter the code** and click **Continue**.



5. You will then see the encrypted email appear on your screen.



Third Party Login Reset (if needed)

After completing the [account setup](#) instructions, if you lose your password or are unable to log in using your Third Party username and password, you can submit a request to have your Third Party login reset. A link to the request form is located at www.fhsu.edu/workday/third-party-access. Please allow 1-2 business days for an administrator to process your request.