

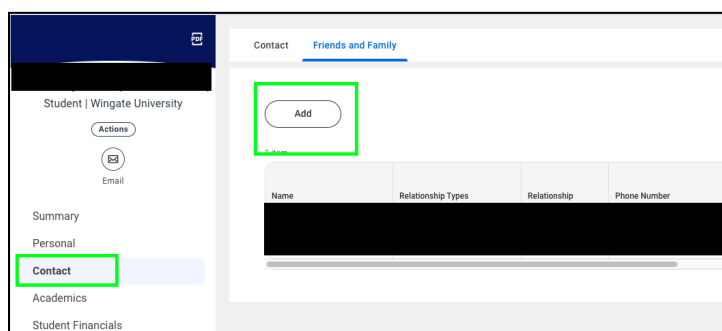
Add/Update Third Party (My Friends and Family)

Job Aid for Student (last update: 7.6.26)

Note: This is a reference guide for third parties. This step can only be completed by the student.

Add/Update My Friends and Family

1. Go to your profile in Workday and click, **Contact**. Once there, select **Add**.



2. Enter Contact details.
 - a. Select **Relationship Types**.
 - b. Select **Relationship**.
 - c. Check **Is Third Party User** if you want to grant third-party permission.
 - You will get an **Alert** that prompts you to complete the **Manage Permissions for Third Party** task after updating the contact information to determine what access the Third Party will receive.
 - For more information about Third Party Access, see the [Grant Third Party Access](#) job aid.
 - d. Enter **First Name**.
 - e. Enter **Last Name**.

A screenshot of the 'Add My Friends and Family' form. It includes fields for 'For' (a dropdown), 'Relationship Types' (a dropdown with a red asterisk), 'Relationship' (a dropdown with a red asterisk), and 'Is Third Party User' (a checkbox with a blue checkmark, highlighted with a red box and labeled 'c'). Callouts 'a' and 'b' point to the 'Relationship Types' and 'Relationship' dropdowns respectively. An alert message at the bottom states: 'Alert: You must grant permissions to this third-party user. After you...'.A screenshot of the 'Contact Information' form. It includes fields for 'Country' (a dropdown with 'United States of America' selected), 'Prefix' (a dropdown), 'First Name' (a text field with a red asterisk), 'Middle Name' (a text field), 'Last Name' (a text field with a red asterisk), and 'Suffix' (a dropdown). Callouts 'd' and 'e' point to the 'First Name' and 'Last Name' text fields respectively.

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3. Enter **Contact Information** details (**phone**, **address**, or **email**).

Note: An email address is required, but other contact information can be added as well.

The screenshot shows a mobile interface for adding or updating a third party. At the top, there are two tabs: 'Name' and 'Contact Information'. The 'Contact Information' tab is selected and highlighted with a red rectangular box. Below the tabs, there are three distinct sections for adding contact details. The first section is labeled 'Phone' and contains an 'Add' button. The second section is labeled 'Address' and contains an 'Add' button. The third section is labeled 'Email' and contains an 'Add' button. The entire form is enclosed in a thin black border.

4. Once complete, click **Submit** or if the pre-existing information is correct, click **Approve**.

