

Account Activity: View, Download and Print

NOTE: Your student MUST grant you access as a third party to access Account Activity. If they have not done this, please have them use this [user guide](#) first (only they will have access to this document).

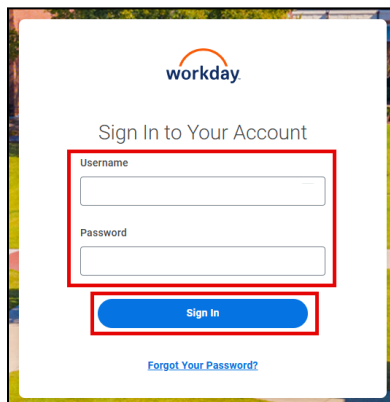
This quick guide demonstrates how to view a student's account activity in Workday, as well as how to download and print the account activity details.

View Account Activity

1. Navigate to the **Workday** login page.

Note: There was an email sent to you from **wingate@otp.workday.com** with the direct URL to the Workday login page.

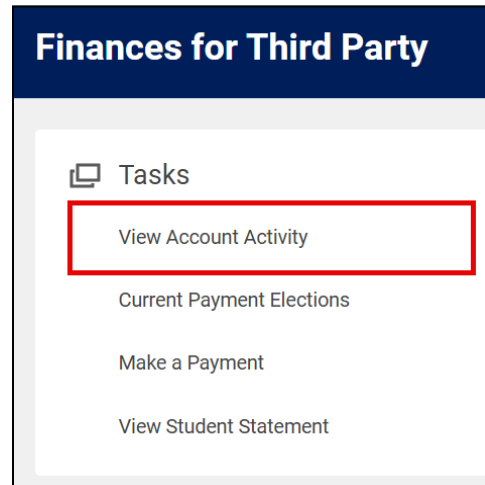
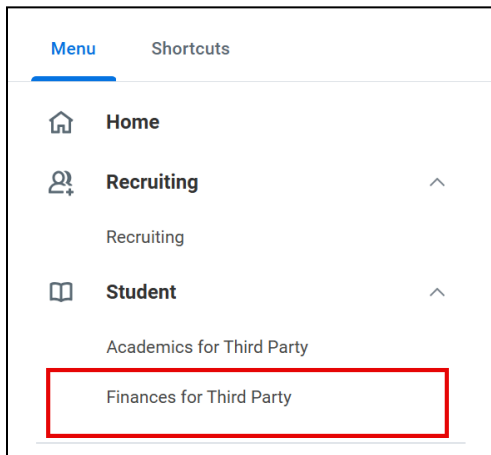
2. Enter your **Username** and **Password** and click **Sign In**.



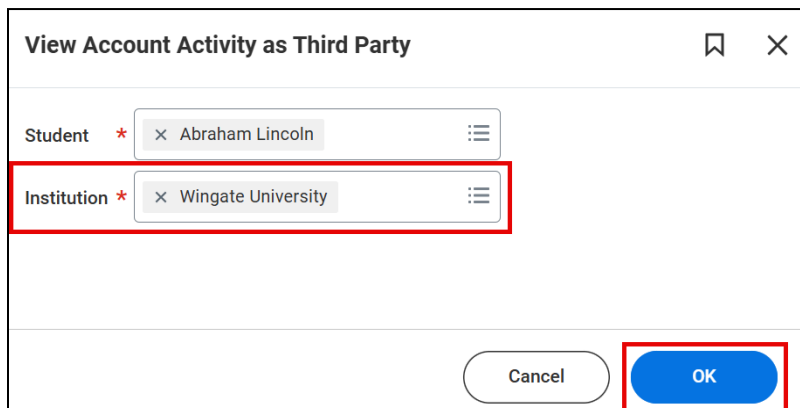
3. The **Workday home page** displays. Click the **Menu** icon in the upper-left corner.



4. Under **Student**, select **Finances for Third Party**.
5. Click **View Account Activity**.



6. The **Student's** name auto-populates. Leave as-is.
7. Select **Wingate University** as the **Institution**.
8. Click **OK**.



9. The **Student Account Activity** page displays.

10. Review all transaction details in the **Transaction Summary** at the bottom of the screen.

Note: You can sort/filter the table columns by clicking on the **column headers (e.g., Academic Period, Transaction Date, Due Date, Description, and Amount)** to search for transactions more easily.

Transaction Summary

Due Now Details

4 Items

Academic Period	Transaction Date	Due Date	Description	Amount
2026 Fall Regular	01/07/2026	01/07/2026	Undergraduate Student Activity Fee	100.00
2026 Fall Regular	01/07/2026	01/07/2026	Health & Wellness Fee	75.00
2026 Fall Regular	01/07/2026	01/07/2026	Undergraduate Tuition	4,725.00
2026 Fall Regular	01/07/2026	01/07/2026	Technology Fee	10.00

11. Click the **Due Now Details** tab to view any **Past Due Charges**, **Current Due Charges**, and **Anticipated Payments**.

Transaction Summary

Due Now Details

Due Now is the amount currently owed. This is the sum of Abraham's past due charges and current due charges, minus any anticipated payments. Due Now amount does not include unapplied payments made toward Abraham's account that we are still processing.

Past Due Charges	4,910.00
Current Due Charges	0.00
Anticipated Payments	0.00

12. From this page, you can also **Make a Payment** or **View Statement**.

- Make a Payment:** Select the **Institution (Wingate University)**, then click **OK**. Follow the necessary prompts to navigate to the third-party online payment system.
- View Statement:** Select the **Academic Period**, then click **OK** to view the statement.

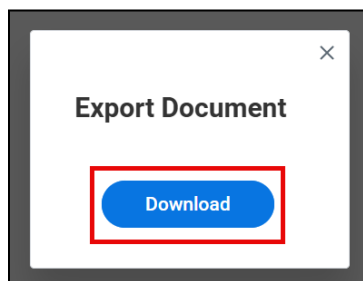
Student Account Activity	
Student	Abraham Lincoln
Institution	Wingate University
Total Account Balance	4,910.00
Due Now	4,910.00
Make a Payment View Statement	

Download and Print

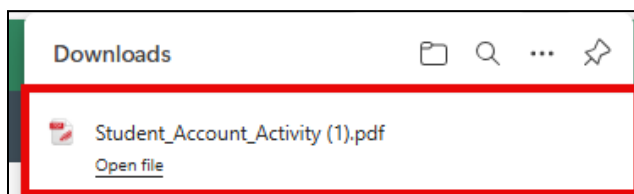
13. To download and/or print the **Student Account Activity**, click the **PDF** icon in the upper-right corner.



14. Click the **Download** button in the pop-up that displays.



15. The file downloads to your computer. Click on the **file** in the pop-up that displays in the upper-right corner of your browser window, or navigate directly to your computer's **Downloads** folder to open the file.



16. The downloaded file shows a breakdown of all of the student's transactions. Click the **Print** icon to print the Student Account Activity.

