

Student Statement: View, Download and Print

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

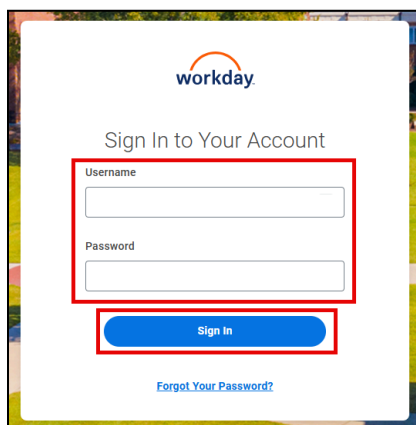
This quick guide demonstrates how to view a student's statement in Workday, as well as how to download and print the statement.

View Student Statement

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.

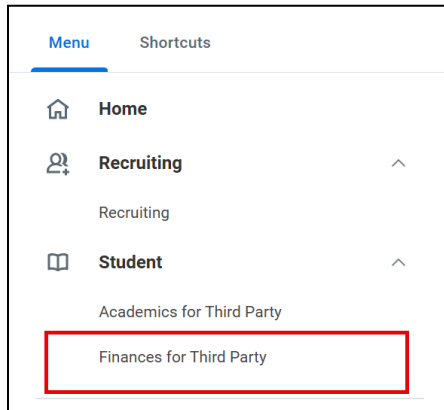
2. Enter your **Username** and **Password** and click **Sign In**.



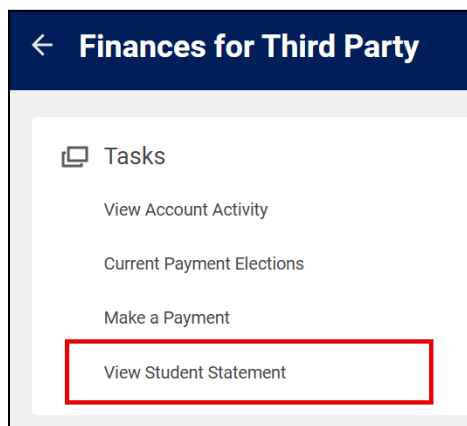
3. The **Workday home page** displays. Click the **Menu** icon in the upper-left corner.



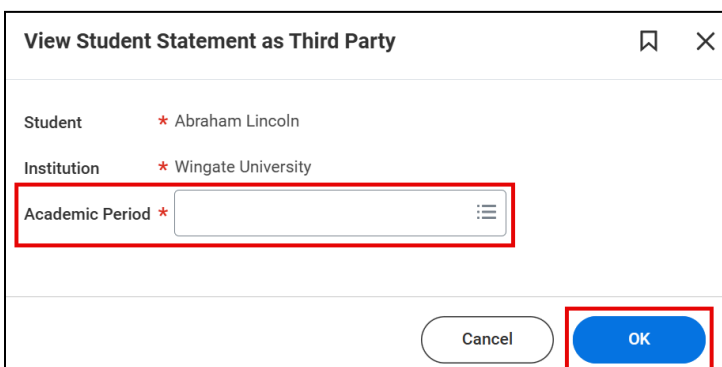
4. Under **Student**, select **Finances for Third Party**.



5. Click **View Student Statement**.



6. Select the **Academic Period** you would like to view the statement for.
7. Click **OK**.



8. The **Student Statement** page displays. The statement summarizes the charges, applied payments, and anticipated payments/aid.
9. From this page, you can also **Make a Payment** or **View a Different Statement**.
 - a. **Make a Payment:** Select the **Institution (Wingate University)**, then click **OK**. Follow the necessary prompts to navigate to the third-party online payment system.
 - b. Select **View a Different Statement** to view a statement for a different Academic Period.

View Student Statement as Third Party 

Student	Abraham Lincoln	Date Range	(08/20/2026-12/11/2026)
Student ID	T-900000104	Anticipated Due	4,910.00
Academic Period	2026 Fall Regular	Charges	4,910.00
Academic Level	Undergraduate	Applied Payments	0.00
		Anticipated Payments	0.00
		Refunds	0.00

Institution Wingate University

Generate PDF

View a Different Statement

Make a Payment

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Job Aid for Third Parties, Parents, and Guardians (last update 3.10.26)

Download and Print

10. To download a PDF version of the statement, select **Generate PDF**.

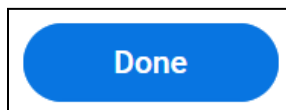
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Institution Wingate University

Generate PDFView a Different StatementMake a Payment

11. Once the PDF is generated, a notification will appear. Click **Done**.



12. To access the PDF, click the **Notifications** icon at the upper-right corner of the page.

13. Click the **Student Statement** link to open the PDF.

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Document Available

Student Statement: Abraham Lincoln - 2026 Fall Regular.pdf is now available in My Reports

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