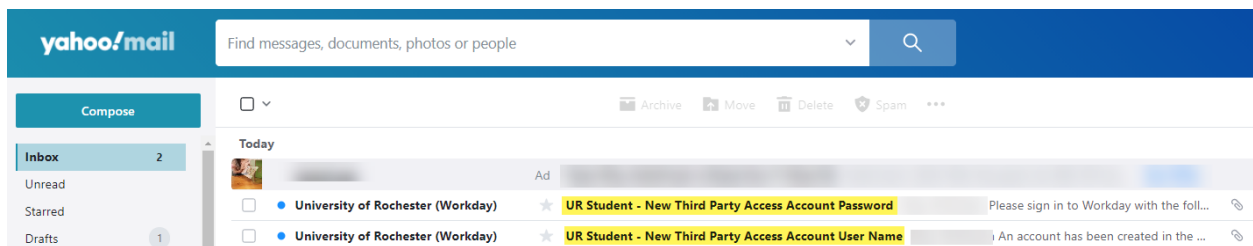



## Complete the steps in email to activate your access to your student's account (first time only)

When your student sets you up as a Third Party Proxy in UR Student, 2 emails will be sent to the email address added to your Friends & Family record by your student. The emails will be sent from University of Rochester (Workday). One email will provide you with information regarding your username (typically your first initial and last name, e.g., jrochester) as well as a link to the Third Party login page to UR Student. The second email will provide you with a temporary password to use the first time you access your account. Access the email with the subject UR Student – New Third party Access Account User Name first.



Click on the link and login to the system using the Username provided. Use the password provided in the second email.

### Account User Name Email

 University of Rochester (Workday) <noreply@myworkday.com>  
To: [Redacted]

An account has been created in the Workday system for you. Your password has been sent in a separate email.

URL: <https://wd5.myworkday.com/rochester/login.flex?redirect=n>

Username: [Redacted]



[Workday](#)

Account Password Email

University of Rochester (Workday) <noreply@myworkday.com>  
To: [Redacted]



Please sign in to Workday with the following temporary password and the username you were provided separately. You will be prompted to reset your password.

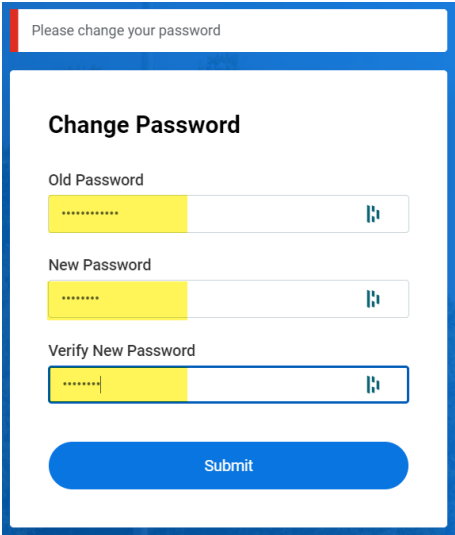
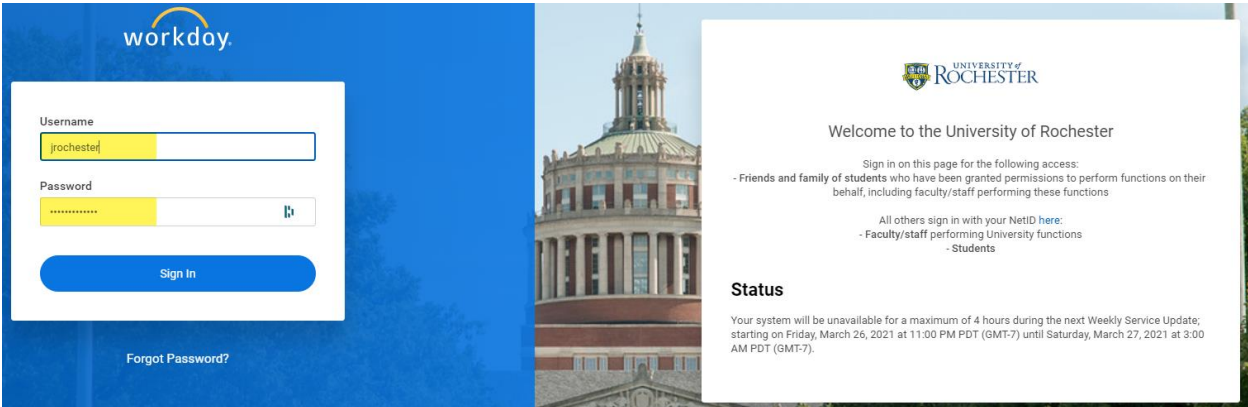
URL: https://wd5.myworkday.com/rochester/login.flex?redirect=n

Temporary Password: [Redacted]

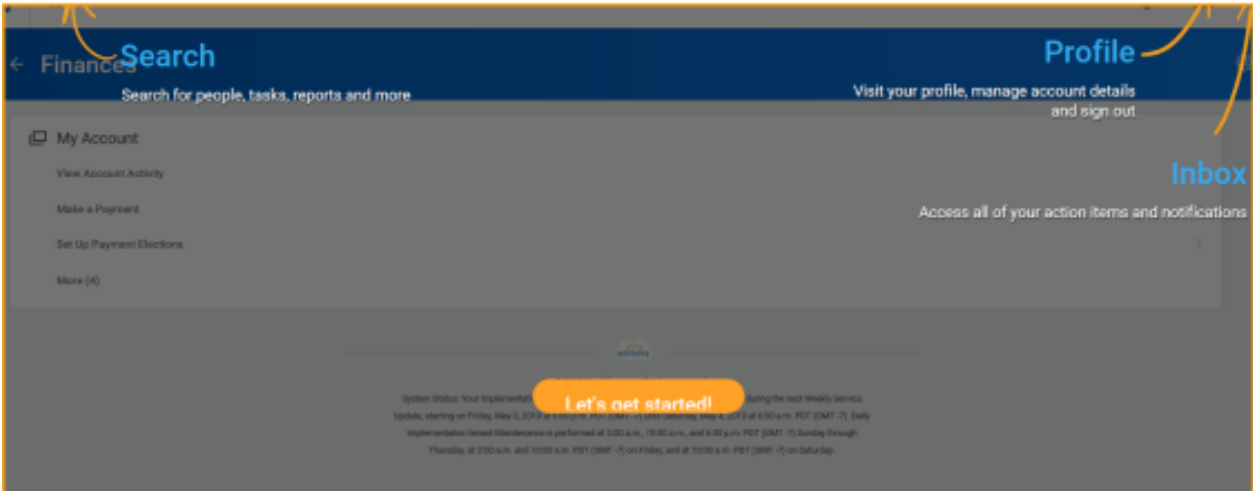


[Workday](#)

When you click the link within the emails, you'll be taken to the Third Party Login Screen. We recommend saving or bookmarking this link, it is different from the link your student uses to access UR Student. To activate your account, you will need to enter your username and temporary password, and you will be prompted to change your password to a permanent value.



The first time you log in, you will be given an opportunity to review a 'Let's Get Started' button to introduce you to navigating in the system.



When successfully logged in, you will see your home screen. The **Finances for Third Party** worklet appears under **Applications**. This worklet will help you navigate the system successfully!

