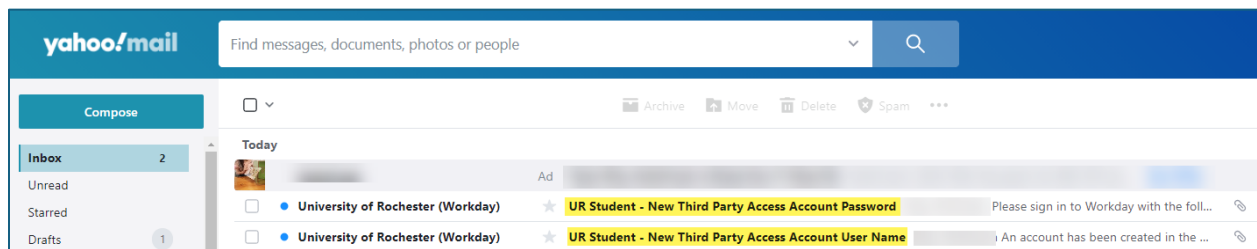


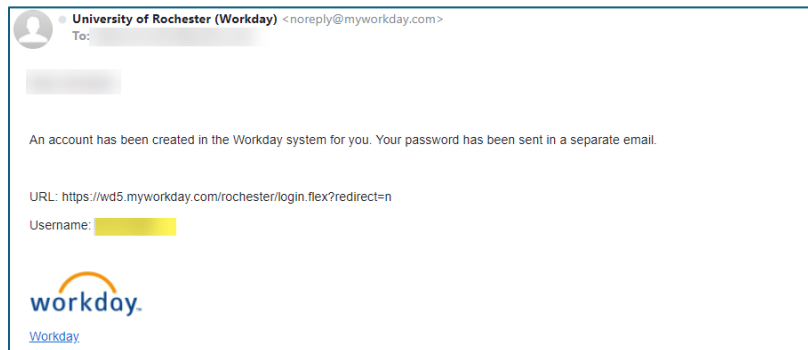
Complete the steps in email to activate your access to your student's account (first time only)

When your student adds you as a Third Party Proxy in UR Student, two 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.

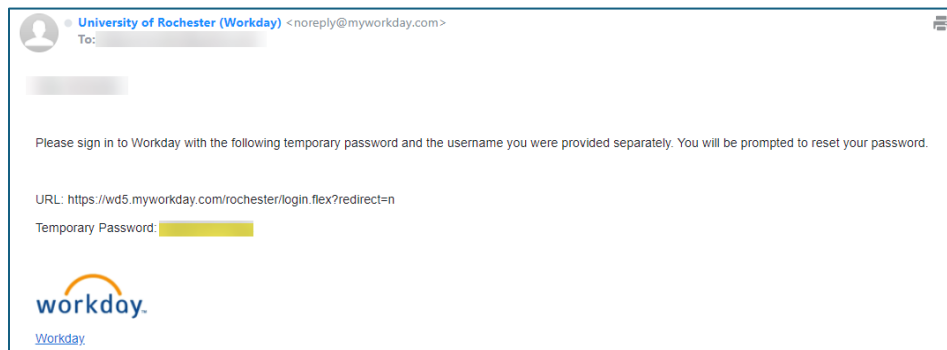


Click on the link and login to the system using the Username provided. Use the password provided in the second email.

Account User Name Email



Account Password Email



When you click the link within the emails, you are directed to the Third Party Login Screen. We recommend saving or bookmarking this link because 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, then you will be prompted to change your password to a permanent value.

workday.

Username
[input field]

Password
[input field]

Sign In

[Forgot Password?](#)

UNIVERSITY OF ROCHESTER

Faculty, Staff, and Students
Select your organization on the left and sign in with your Active Directory account.

Former Faculty and Staff
Scroll down on the left to select your former organization near the bottom of the list.

UR Student Third Parties
Sign in with your user name and password on the left. If you do not see username and password boxes, click UR Student Third Parties.

Status
Your Implementation tenant will be unavailable for a maximum of 16 hours during the next Weekly Service Update and Quarterly Maintenance, starting on Friday, October 3, 2025 at 6:00 PM Pacific Time (Los Angeles) (GMT-7) until Saturday, October 4, 2025 at 10:00 AM Pacific Time (Los Angeles) (GMT-7).

workday.

Please change your password

Change Password

Old Password
[input field]

New Password
[input field]

Verify New Password
[input field]

Submit

Multifactor Authentication

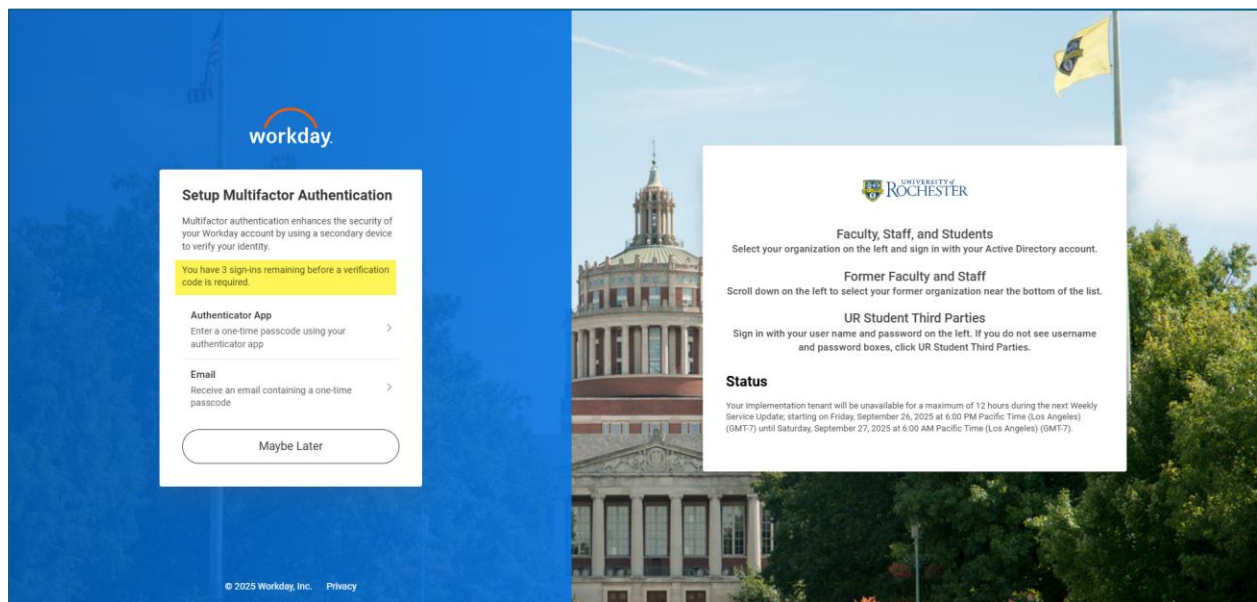
After you change your password, you are prompted to set up multifactor authentication. Multifactor authentication is a tool that enhances the security of your Workday account by utilizing a secondary device/method to verify your identity using a one-time passcode each time you login. Workday offers two ways to authenticate your account:

- **Authenticator App**
 - An application used on a mobile device that provides a secure and easy identity verification method which generates a time-based one-time passcode you enter alongside your login credentials to access your account.
 - It requires a smart device capable of downloading applications and scanning QR codes.
 - The one-time passcode typically expires within 30 seconds of being generated and will refresh with a new passcode every 30 seconds thereafter.
 - This option also provides you with up to six (6) backup codes which can be saved in the event you no longer have access to the device with your authenticator app.
 - Each backup code can be used only once, so you will need to set up a new multifactor authentication configuration once a new device is available and/or the backup codes are exhausted.
- **Email**
 - An alternative means of receiving a time-based one-time passcode that is sent to the email address associated with your Workday account.
 - This one-time passcode typically expires within 10 minutes of being generated and you will need to restart the login process should it expire before you use it.

What should I choose?

Choosing an authentication method is entirely up to you. Workday provides flexibility to set up one or both multifactor authentication methods at once. Should you decide to opt-in to email authentication first, you can opt-in to the Authenticator App immediately after or wait until later (See *Setting Up an Authenticator App After First Login* under the *Login to UR Student to view your student's account* section). However, should you only select the Authenticator App option, you will be unable to opt-in to the email authentication later without a multifactor authentication reset which requires your student's help.

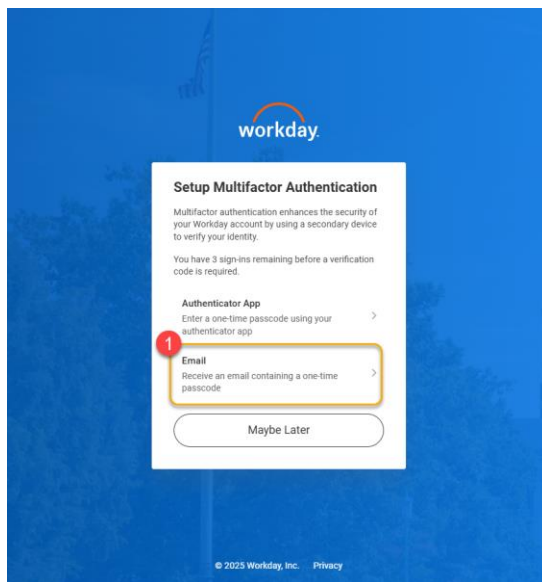
Workday will allow you to bypass the multifactor authentication step for up to three (3) logins. After three logins, you will be required to set up either an authentication application, an email authentication, or both for your multifactor authentication before you can access your Third Party account.



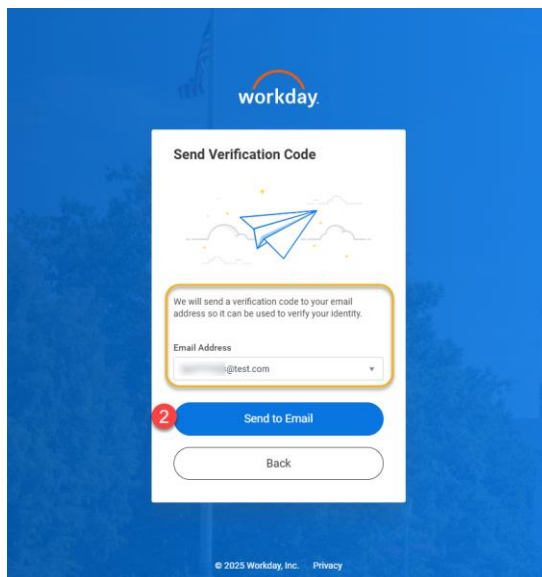
How to Set Up Multifactor Authentication

Email Authentication Setup

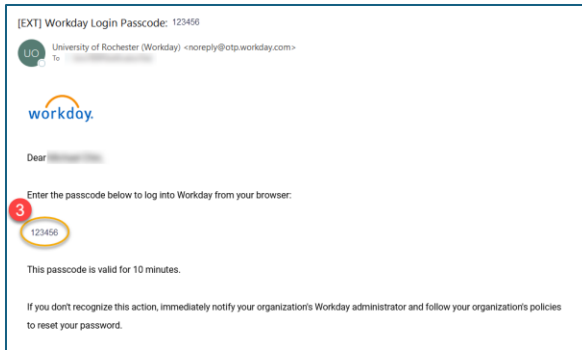
1. After your initial login, click “Email” to receive a one-time passcode thereby setting up your ability to authenticate via the email address associated with your Third Party Workday account.



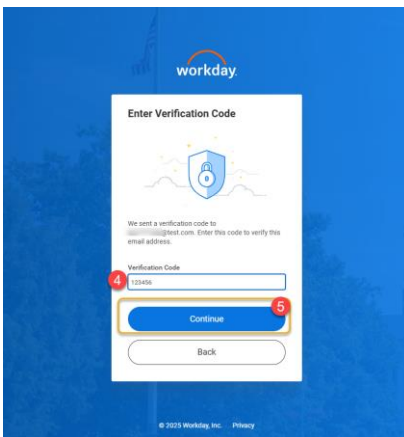
2. Confirm the email address to which the verification code will be sent, then click “Send to email.”



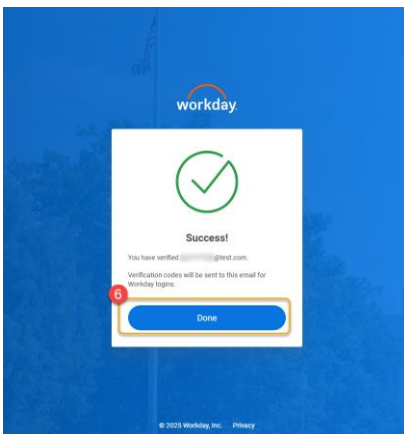
3. Check your email for a one-time passcode.



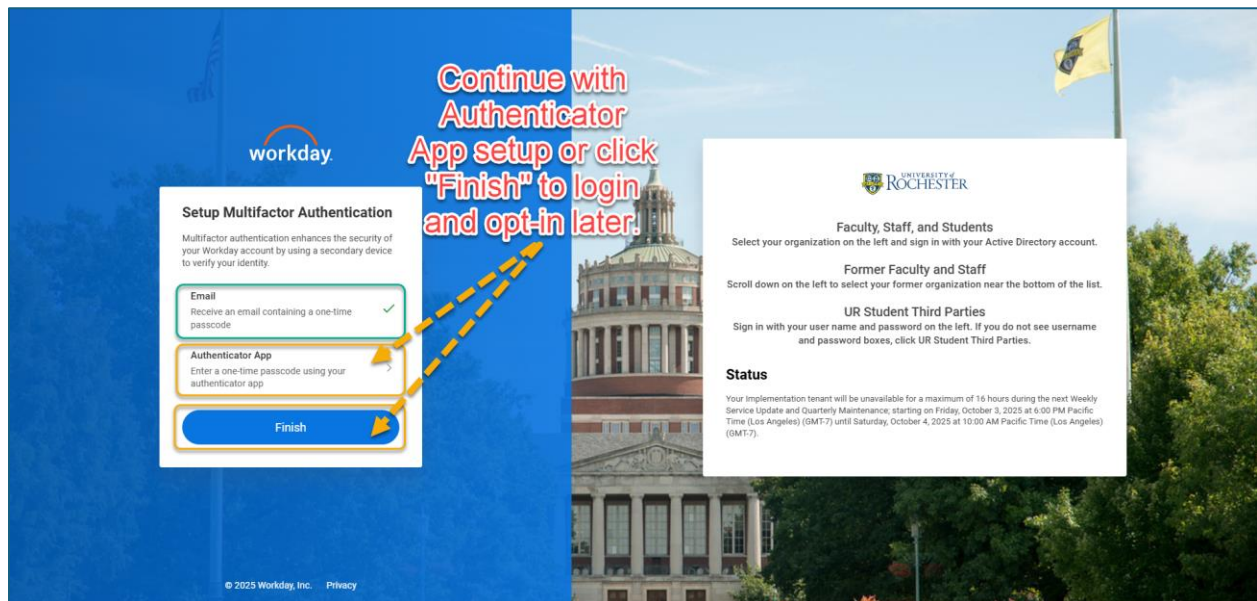
4. Enter the one-time passcode/verification code from your email into the field provided on the Workday login screen.
5. Click “Continue.” You should be redirected to a “Success!” screen.
- a. If you enter the passcode incorrectly, you will receive an error message and should try again.



6. Click “Done.”



You will receive a check mark next to the “Email” authentication option. You can then choose to opt-in to the Authenticator App method next or click “Finish” to opt-in later (See *Setting Up an Authenticator App After First Login* if you choose to set up the authenticator app later).



Authenticator App Setup

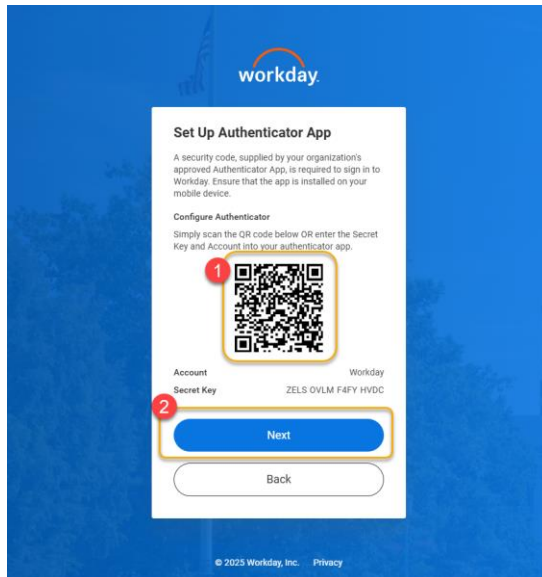
If you select to authenticate using an Authenticator App and you do not already have an authenticator application on your device, follow these steps:

1. Go to your App Store (for Apple iOS devices), Google Play Store (for Android devices), or other relevant application store already installed on your device.
2. Search for “authenticator app” in the search feature.
3. Read through the “About this app” sections of those in which you’re interested, including the “Data safety” area.
4. Download the application of your choice.
5. Once your application is downloaded, open the app and follow the prompts to get started.

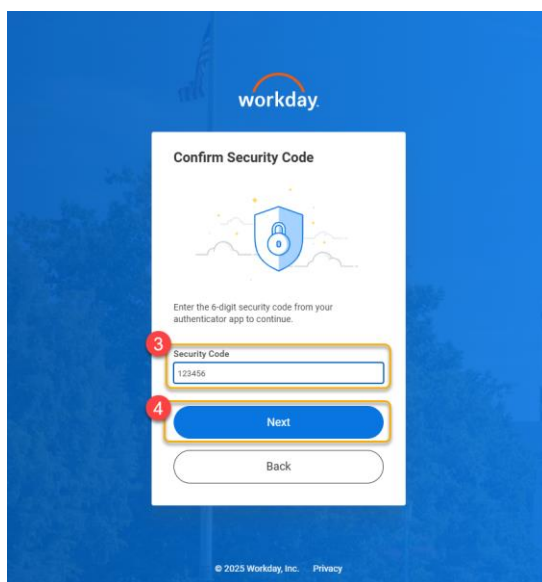
Logging in for the First Time with an Authenticator App

Once your application is setup, click the “Authenticator App” button on the Workday login page to begin using your app.

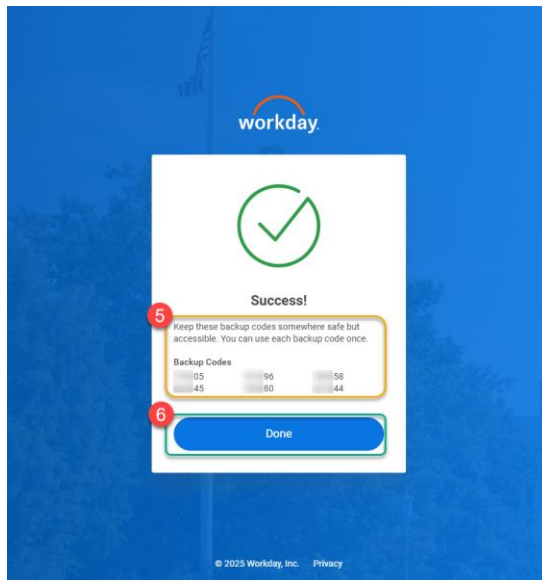
1. Using your authenticator app, scan the QR Code provided on the Workday login page.
2. Click “Next” on the Workday login screen.



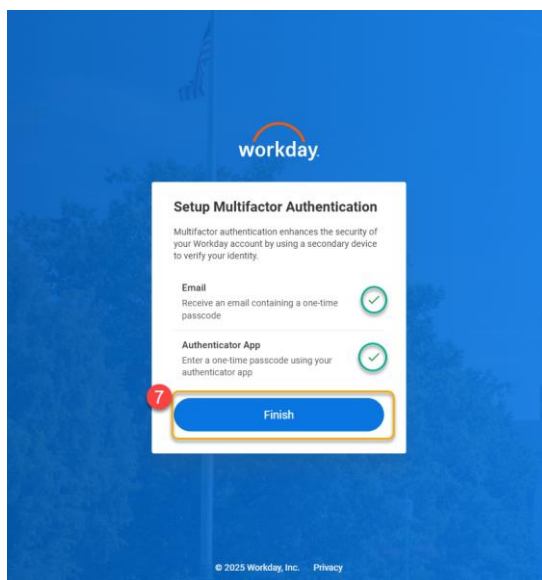
3. Enter the 6-digit code provided by your authenticator app on the Workday login screen (Note: Codes are generally valid for 30 seconds and will automatically refresh).
4. Click “Next”



5. Workday will display a set of six (6) backup codes (your first time only). Save these codes someplace safe yet accessible to use as a backup should you misplace your device or not have your device nearby when you need to log in. Note: Each backup code can be used only once.
6. Click “Done.”

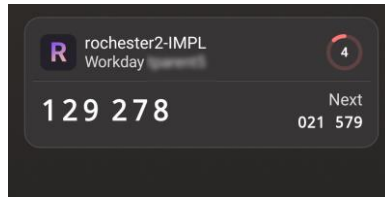
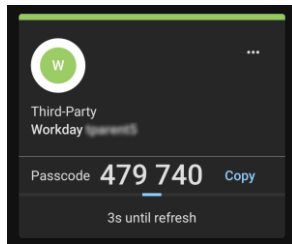


7. Click “Finish” if you have already set up multifactor authentication through email or click “Email” to begin the email setup process and follow the instructions under the *Email Authentication Setup*. Note: If you have already set up both multifactor authentication methods, each will have a green checkmark beside the method.

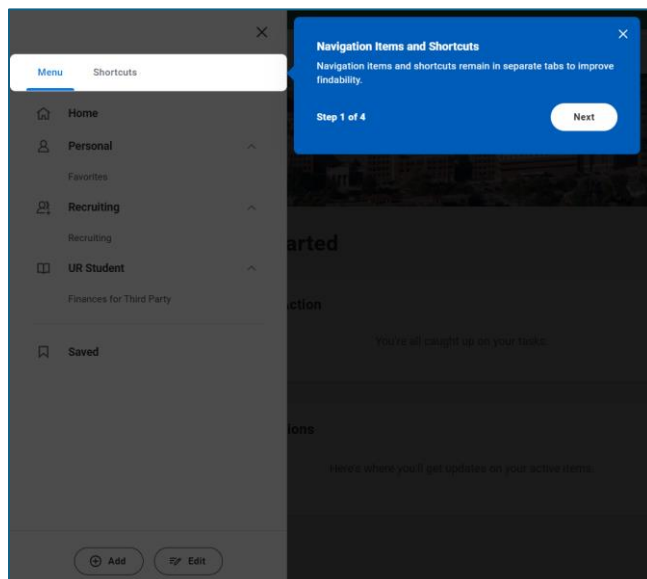
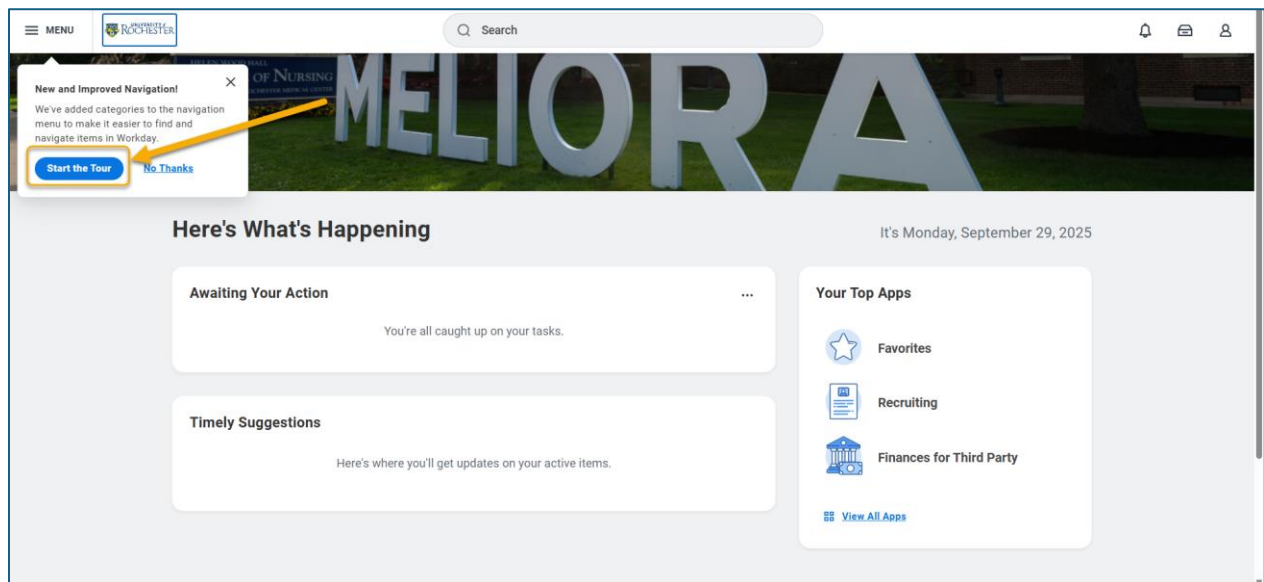


Examples of Authenticator Application Passcode Displays

Your authenticator application screen may look different from these examples but will display a six-digit code to use for verifying your identity.



The first time you log in, you will be given an opportunity to **“Start the Tour”** with Workday 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 **Your Top Apps**. This worklet will help you navigate the system successfully!

Here's What's Happening

Awaiting Your Action

...

You're all caught up on your tasks.

Timely Suggestions

Here's where you'll get updates on your active items.

It's Monday, September 29, 2025

Your Top Apps

**Favorites**

**Recruiting**

**Finances for Third Party**

 [View All Apps](#)