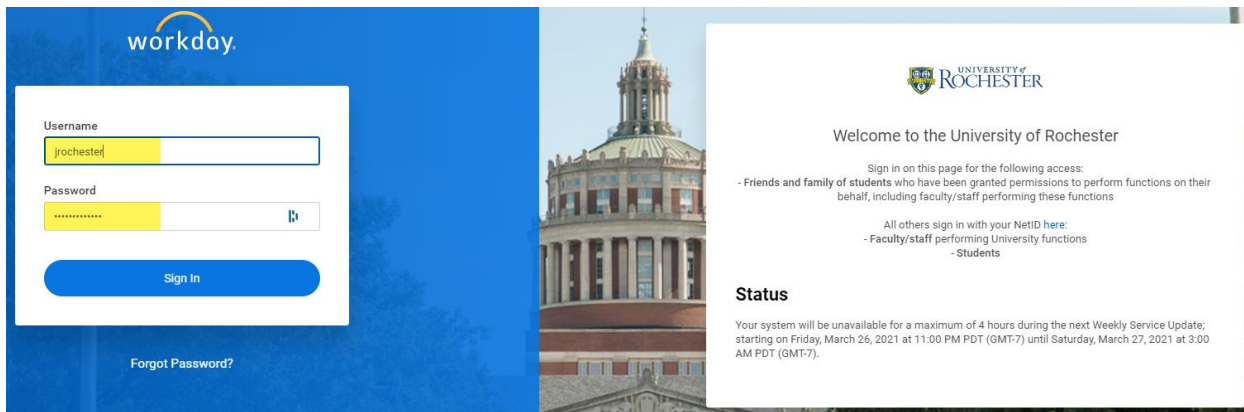
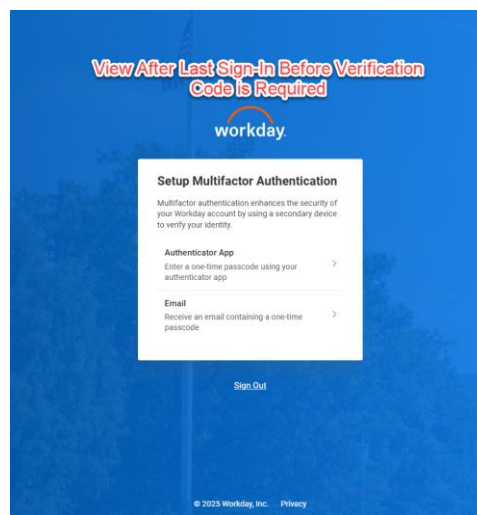
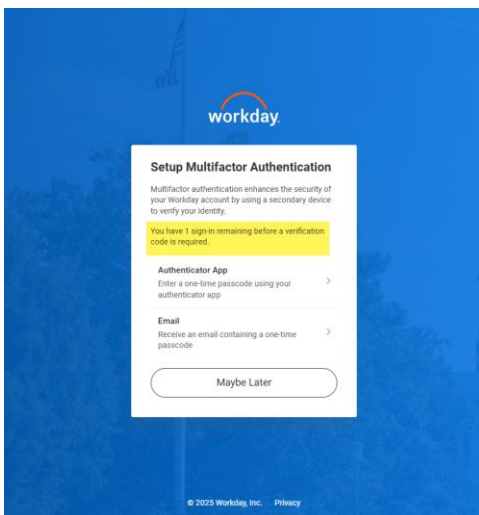


Login to UR Student to view your student's account

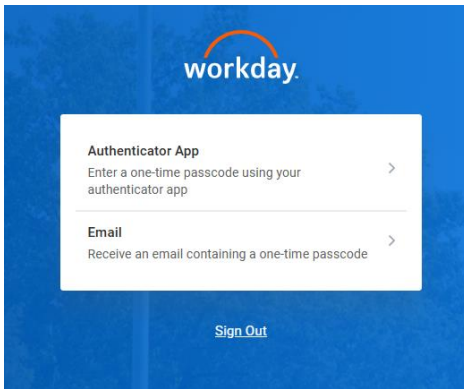
Login to the system using the Third Party login page, the username given to you and the password you created the first time you logged in.



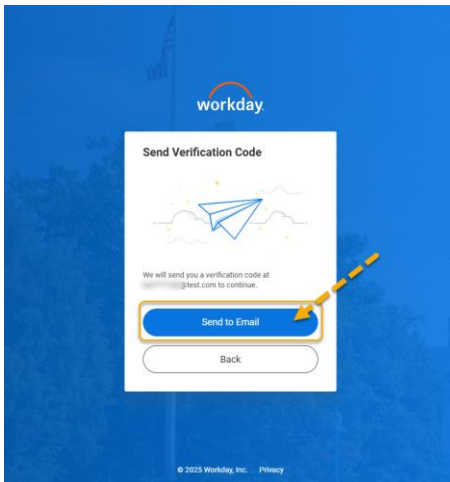
If you did not set up multifactor authentication during your first login, you will be prompted to do so. You will see a countdown of remaining logins until you are required to set up multifactor authentication before accessing your Workday account. See the *Complete the steps in email to activate your access to your student's account (first time only)* section of the website for detailed instructions on how to set up Email or Authenticator App multifactor authentication.



Depending upon which authentication method you opted into, you will have the choice to authenticate via an authenticator app, email or both. After entering your credentials, select the method you wish to use to authenticate your identity. NOTE: If you set up only one method, that method will be the only option displayed for your identity authentication option.

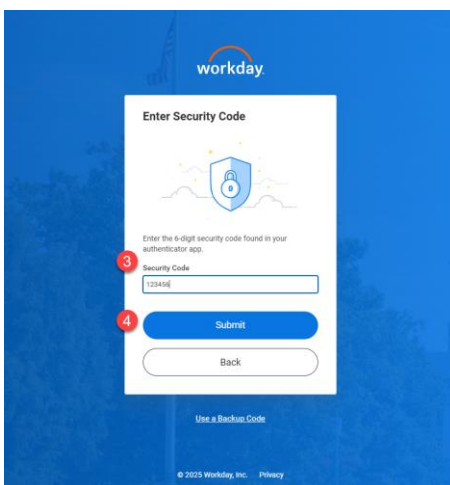


If you select “Email,” click “Send to Email,” then check your email inbox for the passcode email from Workday.

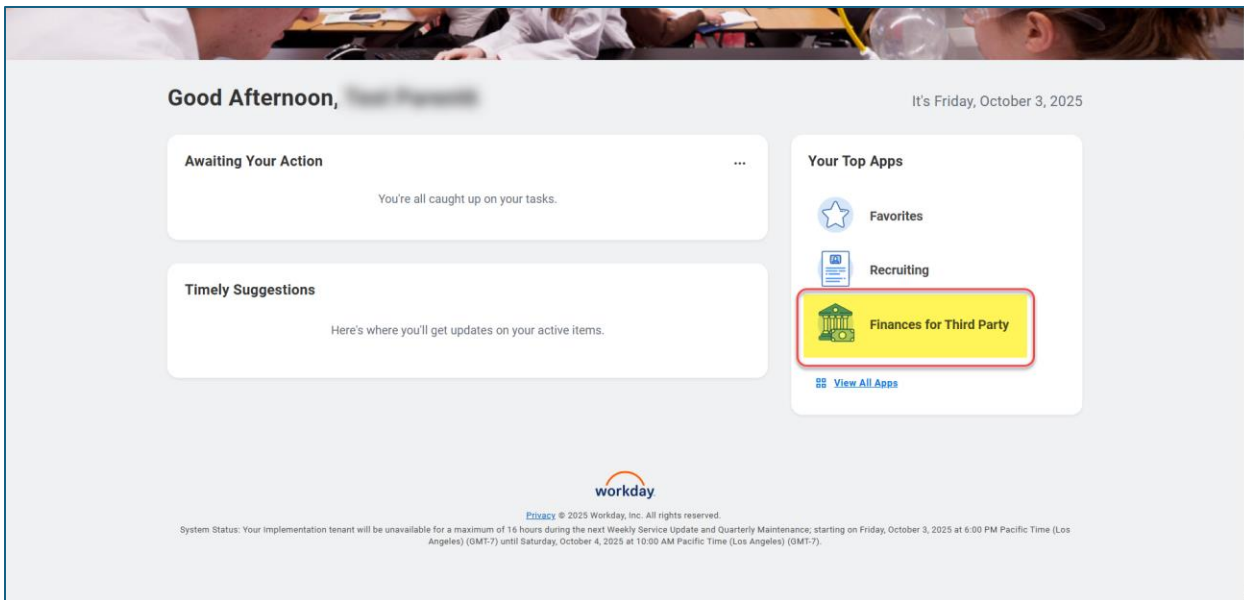


If you select, “Authentication App,”

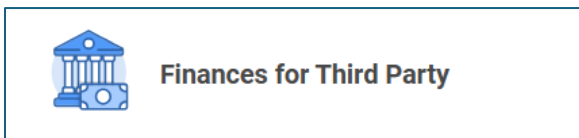
1. Open the device with your authenticator app
2. Open the account setup for Workday to generate a one-time passcode
3. Enter your passcode into the Security Code field
4. Click “Submit”



When successfully logged in, you will see your home screen



Click on the **Finances for Third Party** worklet:



The **Finances for Third Party** worklet has a variety of information sources to help you in navigating the system. On the right-hand side, you can access information to **Help** you use the system, such as information on **Billing and Fees**, or **Forms and Resources**. These links will take you to key pages on the Bursar's office website. Below that, you can **View Account Activity**, **View Student Statement**, **Make a Payment** or update **Current Payment Elections**. *Note, you must set up payment elections before you can make a payment.*

In the middle of the worklet, you can see a **Student Account Summary**, including both **Total Account Balance** and **Due Now**. Below that, you can see **Student Account Activity**, including **Total Account Balance**, **Anticipated Financial Aid**, **Total Account Balance Including Financial Aid**, **Past Due Charges**, **Current Due Charges**, **Future Due Charges** and **Due Now**.

← Finances for Third Party ⚙️

! Note: If you have third party access to more than one student account, only one account will display below. Enter View Student Statement in the search field and select the appropriate student to view the account activity for each student. [View More](#)

Student Finances for Third-Party

Finances for Third Party

Student Account Summary ⚙️

Total Account Balance	\$0.00
Due Now	\$0.00
View More ...	

Student Account Activity ⚙️

Student	Total Account Balance	Anticipated Financial Aid	Total Account Balance Including Financial Aid	Past Due Charges	Current Due Charges	Future Due Charges	Due Now
XXXXXXXXXX	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
View More ...							

Help

- Billing and Fees ⌵
- Forms and Resources ⌵

My Account

- View Account Activity ⌵
- View Student Statement ⌵

Payments

- Make a Payment ⌵
- Payment Plan Information Only (Sign Up Not Availab... ⌵
- International Students Only - Pay With Flywire ⌵
- Current Payment Elections ⌵

Definitions:

- **Total Account Balance:** The total amount owed on your student’s account, regardless of the due date. This amount includes all actual charges, payments, and financial aid.
- **Due Now:** The sum of your past due charges and charges due in the next 30 days, minus any anticipated payments /financial aid.
- **Anticipated Financial Aid:** Pending anticipated payments / financial aid.
- **Total Account Balance Including Financial Aid:** The total amount owed on your student’s account, regardless of the due date. This amount includes all actual charges, payments, and financial aid.
- **Past Due Charges:** Unpaid charges with a Due Date prior to today’s date.
- **Current Due Charges:** Unpaid charges with a Due Date within the next 30 days.
- **Future Due Charges:** Unpaid charges with a Due Date more than 30 days from today.