

UBC Graduate and Postdoctoral Studies

Adding your Third Party Authorization

Important information about Third Party Authorization

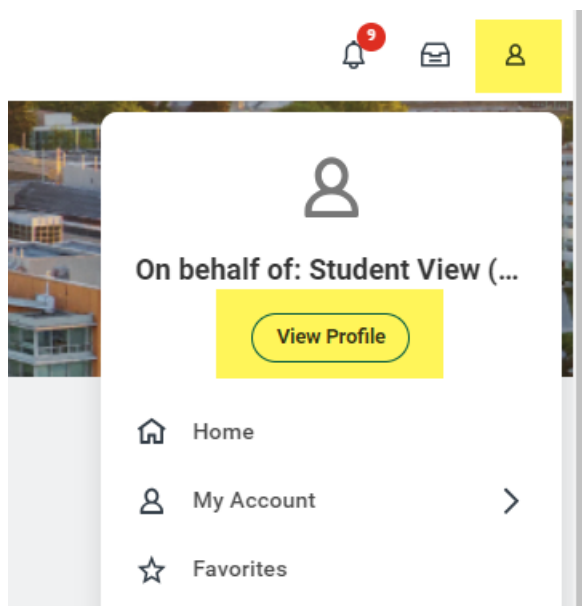
- If you are a new UBC student, you may add a Third Party Authorization to Workday.
- If you are a current UBC student, your Third Party Authorization information was not transferred automatically from your Student Service Centre account. You must add it to Workday.
- You may enter up to 3 Authorized Third Parties.
- Authorized Third Parties can contact UBC for your information but cannot act on your behalf (e.g. order transcripts, request refunds).
- You must respond to each part of the Third Party Authorization. It is up to you which permissions you grant to your third party.

How to add or change Third Party Authorizations

First, go to your profile in Workday

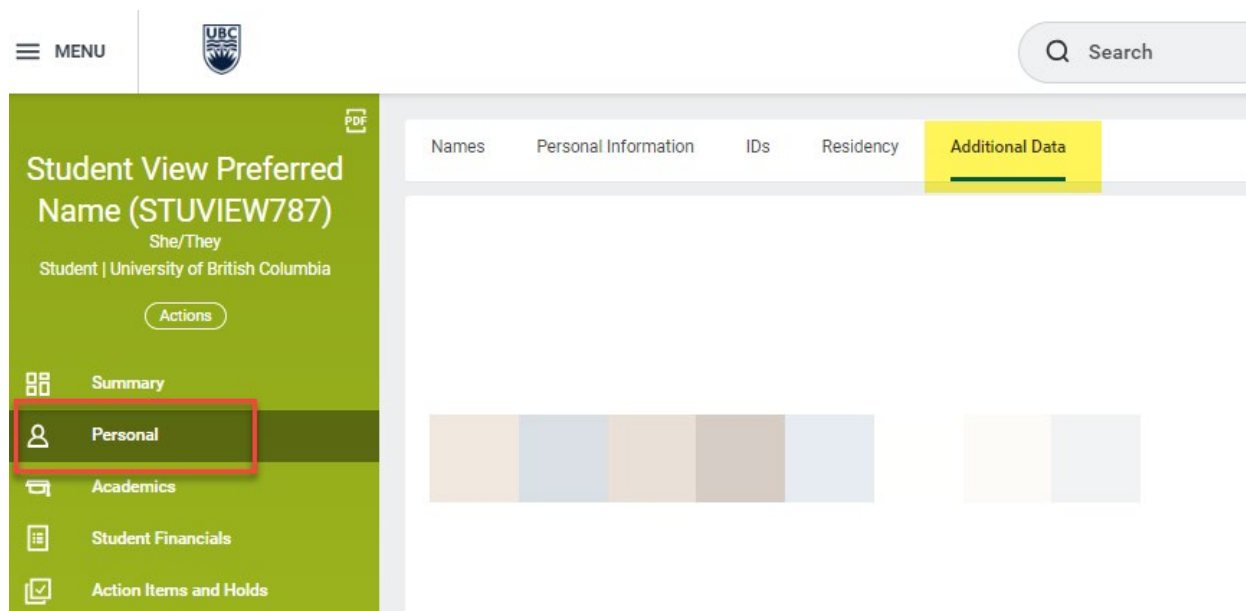
1. Log into your Workday account at myworkday.ubc.ca.
2. On the Workday home screen, click your user icon in the top right corner.
3. Click the "View Profile" button in the pop up menu.

UBC Graduate and Postdoctoral Studies



Next, go to your personal information

1. Once you're in your profile, click the "Personal" tab in the left menu.
2. Click the "Additional Data" tab in the top menu.



UBC Graduate and Postdoctoral Studies

Add your Third Party Authorizations

1. In the “Additional Data” view, scroll down to find the “Third Party Authorizations” section.
2. Click the “Edit” button.
3. Read the instructions and terms of use for Third Party Authorizations and click the orange “OK” button to continue.
4. Fill out all fields in this section. You do not have to grant your Third Party Authorization all permissions, but you do need to input a response in each field.
5. Click the orange “OK” button to save your Third Party Authorization information in Workday.

Student View Preferred Name (STUVIEW787)
She/They
Student | University of British Columbia

Actions

- ☰ Summary
- 👤 **Personal**
- 📖 Academics
- 💰 Student Financials
- 📋 Action Items and Holds
- 👥 Committees
- 🕒 History
- 📄 Contact
- 📁 Portfolio

Third Party Authorization

1. I acknowledge that I have read, understand and agree to the Terms of Use and Agreement for Third Party Authorization.	(empty)
1. Name of the person you are authorizing:	(empty)
1. Person's relationship to me:	(empty)
1. Authorization code for inquiries/document pick-ups:	0
1. I consent to the release of information pertaining to my UBC academic record, including but not limited to registration, grades information, academic standing, timetable, degree and enrolment confirmation.	(empty)
1. I consent to the release of information pertaining to my financial assistance and award status, including but not limited to student loans, bursaries, scholarships and financial need. As related to this status, registration, grades, fees and enrolment status may also be released.	(empty)
1. I consent to the release of information pertaining to medical documentation submitted to UBC (eg. doctor's notes). This excludes information held by UBC Student Health Services and UBC Counseling Services; as this information is considered especially sensitive, you will need to fill out a separate authorization for these Services.	(empty)
1. I consent to the release of my residence fees information and my residence assignment information.	(empty)
1. I consent to the release of documents related to my application, admission, registration, academic record, and financial assistance and awards at UBC.	(empty)

Edit

UBC Graduate and Postdoctoral Studies

Edit Additional Data Student View Preferred Name (STUVIEW787) 

Custom Object Third Party Authorization

Instructions

Third-Party Authorizations

Use this form to authorize a third party (a sponsor, spouse, parent, etc.) to:

- Pick up documents on your behalf
- Access information related to your:
 - Academic Record
 - Financial Assistance & Awards
 - Medical Documentation
 - Student Housing

The person you authorize requires the authorization code from this form to access your documents or information. If they are picking up documents, review the information at the bottom of this page.

You can authorize up to three people.

Terms of Use:

By designating a third party and specifying the categories of information that may be released, you are consenting to the release of the information by UBC to that third party. You may withdraw or amend this consent at any time. The University takes no responsibility for the third party's use of any information released pursuant to your consent.

Notwithstanding the above, the University may disclose your information without your consent under limited circumstances specified in Section 33 of the Freedom of Information and Protection of Privacy Act (FIPPA). For example, your information may be disclosed if there are compelling circumstances that affect anyone's health or safety.

The University collects your personal information under the authority of Section 26 of the FIPPA. For more information about FIPPA, please visit: <http://www.universitycounsel.ubc.ca/foi/index.html>. UBC uses your personal information for its operating programs and activities, including but not limited to the following:

- Providing information and advice on your course and program needs
- Providing ongoing service and assistance to understand your post-secondary educational needs
- Statistical purposes

Document Pickup

Refer to these links to see what documents are available for pick-up:

- [Vancouver Campus](#)
- [Okanagan Campus](#)

OK

Cancel

Third Party Authorization

1. I acknowledge that I have read, understand and agree to the Terms of Use and Agreement for Third Party Authorization.

1. Name of the person you are authorizing:

1. Person's relationship to me:

1. Authorization code for inquiries/document pick-ups:

1. I consent to the release of information pertaining to my UBC academic record, including but not limited to registration, grades information, academic standing, timetable, degree and enrolment confirmation.

1. I consent to the release of information pertaining to my financial assistance and award status, including but not limited to student loans, bursaries, scholarships and financial need. As related to this status, registration, grades, fees and enrolment status may also be released.

1. I consent to the release of information pertaining to medical documentation submitted to UBC (eg. doctor's notes). This excludes information held by UBC Student Health Services and UBC Counseling Services; as this information is considered especially sensitive, you will need to fill out a separate authorization for these Services.

1. I consent to the release of my residence fees information and my residence assignment information.

1. I consent to the release of documents related to my application, admission, registration, academic record, and financial assistance and awards at UBC.

OK

Cancel