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.
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.
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.