



Accessing your student's billing and financial aid information

Here's how to pay a bill and/or view your student's financial aid information in Workday.

STEP 1

After your student has assigned you third party access to Workday, you will receive two emails from Workday. The first email will provide your username, and the second your temporary password.

Note: The username provided will be required every time you login to Workday.

From: workday babson <babson@myworkday.com>
Sent: Monday, March 8, 2021 3:00 PM
To:
Subject: Welcome to Babson College's online access to student accounts

Parent Onboard

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

URL: [workdaystudent](#)

Username: p.onboard



From: workday babson <babson@myworkday.com>
Sent: Monday, March 8, 2021 3:00 PM
To:
Subject: Password reset for access to student accounts

Parent Onboard

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: [workdaystudent](#)

Temporary Password: PWyBna9X





STEP 2

You will use your username and temporary password from Step 1 the first time you login to Workday, and you will use the temporary password again as the Old Password when asked to create and verify a **New Password**.

workday

Change Password

Username


Old Password

New Password

Verify New Password

Submit

[Back to Sign In](#)

 **Note:** Use temporary password from Step 1



STEP 3a

You will then be instructed to **Select Security Questions** and provide answers to them. You will select 5 Security Questions. **It is important that you make note of these questions and your responses.**

Select Security Questions

What was the make of your first car?

Answer

What was the name of your first pet?

Answer

What was the last name of your favorite teacher?

Answer

STEP 3b

As part of the **2-step Verification** system, you will be required to provide answers to two of these questions each time you login to Workday.

If you ever forget your new password, you can select **Forgot Password** on the login screen and use the **Security Questions** to reset it.

2-Step Verification

What was the last name of your favorite teacher?

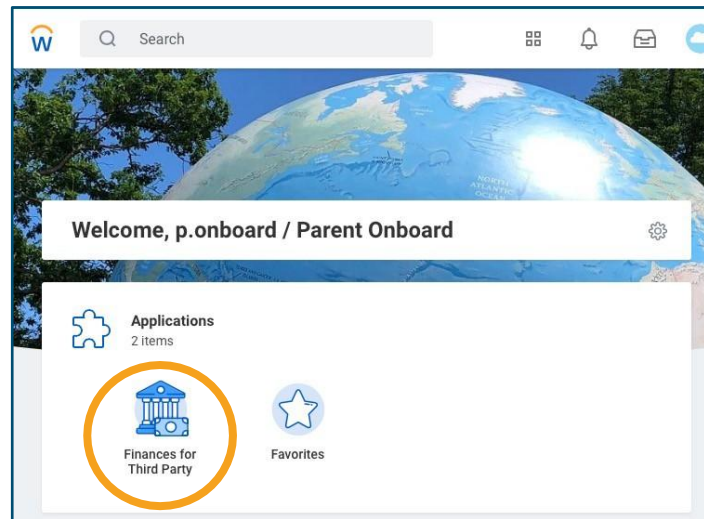
In what town did you meet your current partner?

IMPORTANT: There will be approximately a 2 hour delay between when you login to Workday for the first time and when you are able to make a payment on behalf of your student's account.



STEP 4

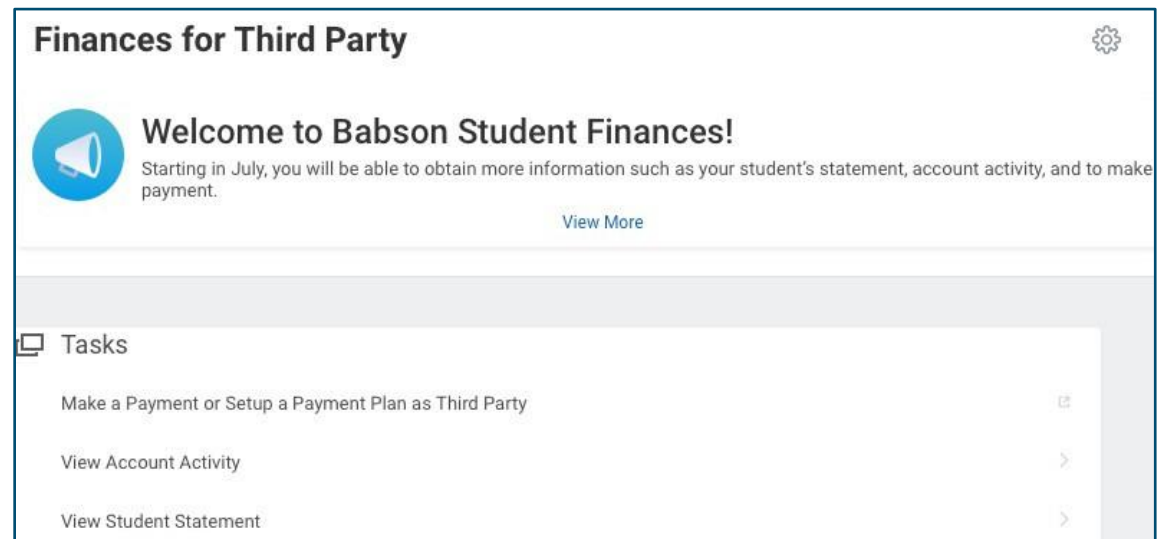
Once you log into Workday, you'll click the icon for **Finances for Third Party**



STEP 5

You will then see the following three task options:

- **Make a Payment or Setup a Payment Plan as Third Party**
- **View Account Activity**
- **View Student Statement**





STEP 6

When you select **Make a Payment or Setup a Payment Plan as Third Party**, you'll be directed to **NelNet/Campus Commerce**. If do not have an account, you'll be walked through the process to **Create Account**.

The screenshot shows the 'Create Account' page on the Babson website. At the top is the Babson logo. Below it is the heading 'Create Account' and a link 'Go To Old Create Account Page'. The 'Contact Info' section includes a welcome message and a 'Name' section with fields for Prefix (dropdown), First Name* (text, 'Adam'), and Middle Name (text). The 'Address' section includes a Country* dropdown (United States), Address Line 1* (text, placeholder: 'Street Address, PO Box, Company Name, c/'), Address Line 2 (text, placeholder: 'Apartment, Suite, Unit, Building, Floor, etc.'), and an 'Add another address line' link. Below are fields for City*, State* (dropdown), Zip*, and Time Zone* (dropdown, Eastern Time).

STEP 7

If you have an account, you'll see the **Payment Activity** screen and will be given the options to **Make a Payment** or **Set up a Payment Plan**.

The screenshot shows the 'Payment Activity' screen on the Babson website. At the top is the Babson logo and a navigation bar with 'Home', 'My Profile', and 'Financial Accounts'. The main heading is 'Hello Parent'. Below it is a 'Payment Activity' card with a dollar sign icon, the text 'Payment Activity', and 'John Onboard ID: 2000003'. A 'View Details' link is on the right. The card displays 'Current Balance \$7,700.00' with a 'Transaction Details' link. A 'Make a Payment' button is below. Below the card is a table showing 'FALL 2021 Current Charges' and 'AMOUNT DUE \$7,700.00'. A 'Set up a Payment Plan' button is below the table. At the bottom, a note states: 'Balance may not include Nelnet fees that are owed by another party.'



STEP 8

From the **Task** list from STEP 4, if you choose **View Account Activity**, you'll be asked to verify your **Student** and **Institution**, then click OK. This will show you **Student Account Activity** and your **Total Account Balance**. You can also select the **Due Now Details** to see the amount currently owed, or **View Statement** to see the amount owed by **Academic Period** (semester).

View Account Activity as Third Party

Student *

Institution *

Student Account Activity

Student: John Onboard
Institution: Babson College
Total Account Balance: 7,700.00
Due Now: 7,700.00

Transaction Summary

Turn on the new tables view

1 item

Academic Period	Transaction Date	Due Date	Description	Amount
Fall 2021	03/15/2021	03/25/2021	Tuition Undergraduate Fall	7,700.00