STUDENT

workday STUDENT

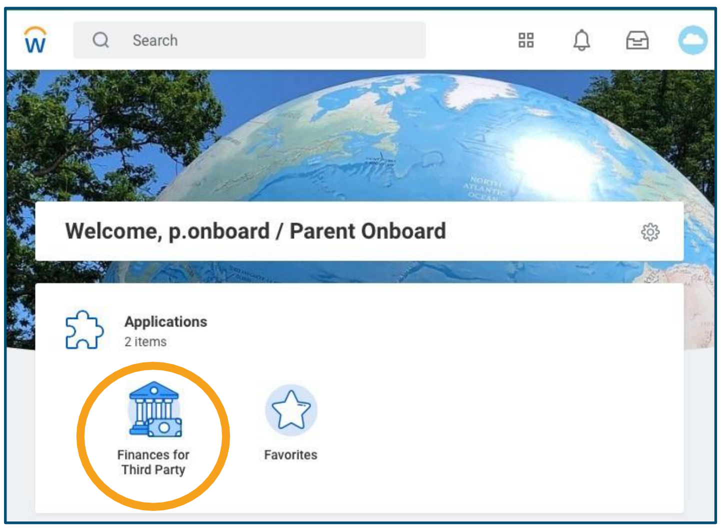
BABSON

Managing 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

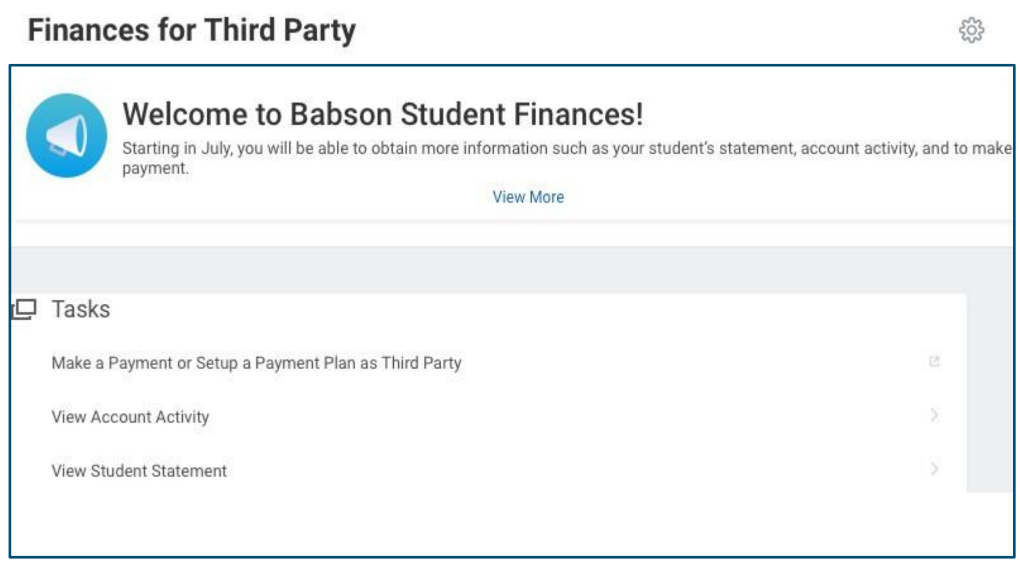
Once you log into Workday, you’ll click the icon for **Finances for Third Party**



STEP 2

You will then see the following three task options:

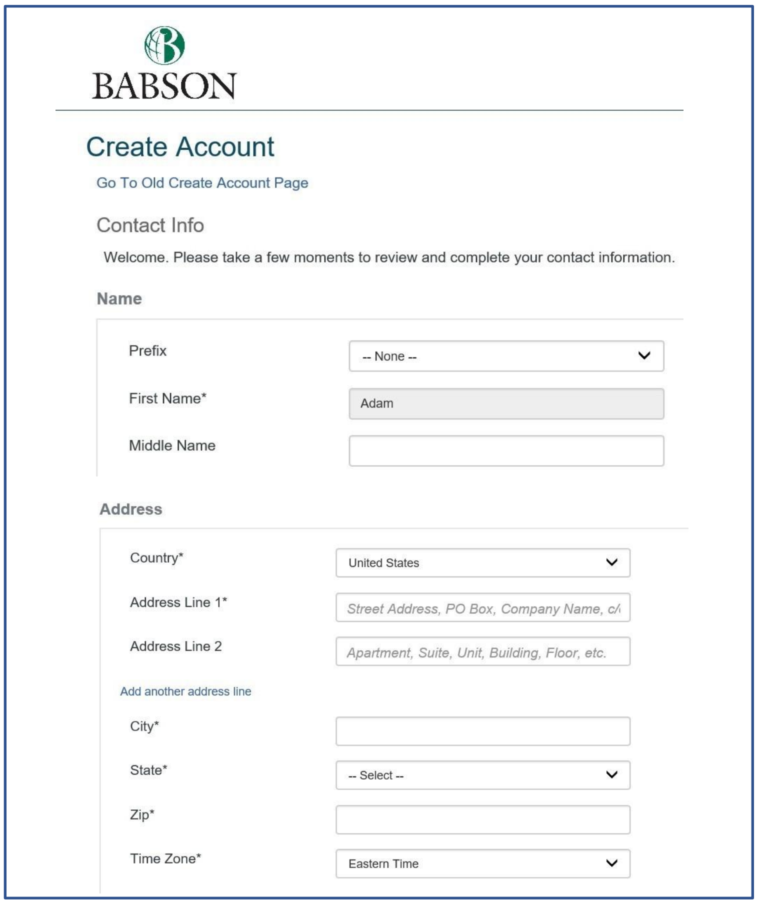
- **Make a Payment or Setup a Payment Plan as Third Party**
- **View Account Activity**
- **View Student Statement**



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.

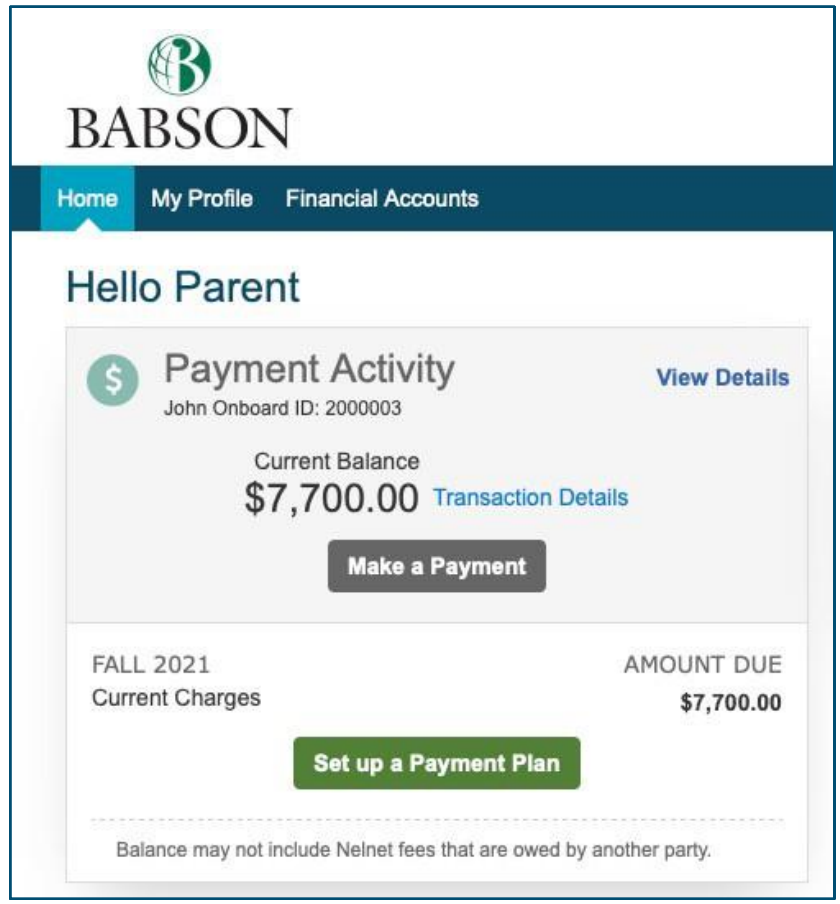
STEP 3

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**.



STEP 4

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**.



STEP 5

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).