How to View Student Contact Information

Students, faculty, and staff are able to view student contact information in Workday based on their security access. To view student's contact information in Workday:

1. Navigate to the search bar from the home page to search for the student whose contact information you want to view by typing *Student: Student's Name*. Select the Student once they populate.
2. Select the **Contact** tab from the menu on the left.
3. Here you will be able to see the student's Collin and personal email addresses, phone number, and home address (depending on your level of security access in the system).

Viewing FERPA/Third Party User Elections

Students may authorize other persons to access their education record by submitting them as a Third Party User. Third Party Users are given login access to the student's Workday account using the email address listed by the student. Third Party Users may also contact the institution for assistance in accessing the student's information as this election in Workday serves as a FERPA authorization/release as well. To view student's FERPA/Third Party User Elections in Workday:

1. Navigate to the search bar from the home page to search for the student whose contact information you want to view by typing *Student: Student's Name*. Select the Student once they populate.
2. Select the **Contact** tab from the menu on the left.
3. Within the Contact section, select the **Friends and Family** tab.
4. If the student has set up third party elections, there will be a **Yes** under the Third Party column of the table next to the name of the person elected as a third party.
5. To see the specific permissions granted to the Third Party User, select the person's name, then select the **Permissions** tab. Tasks designated by the student will be listed in the Allowed Tasks column.