Accessing Workday

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

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

workday.

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

workday.

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**.

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.**

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.

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.