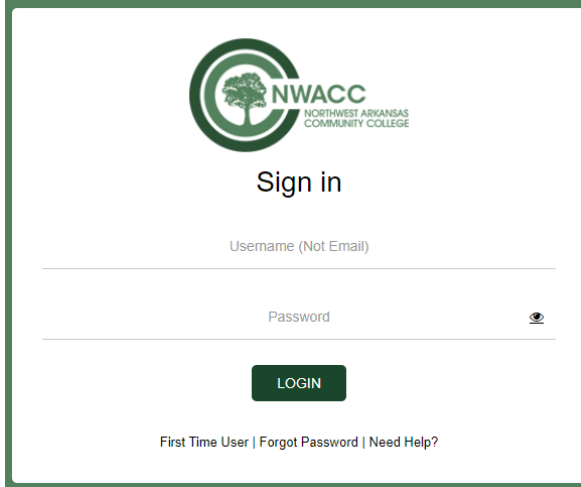


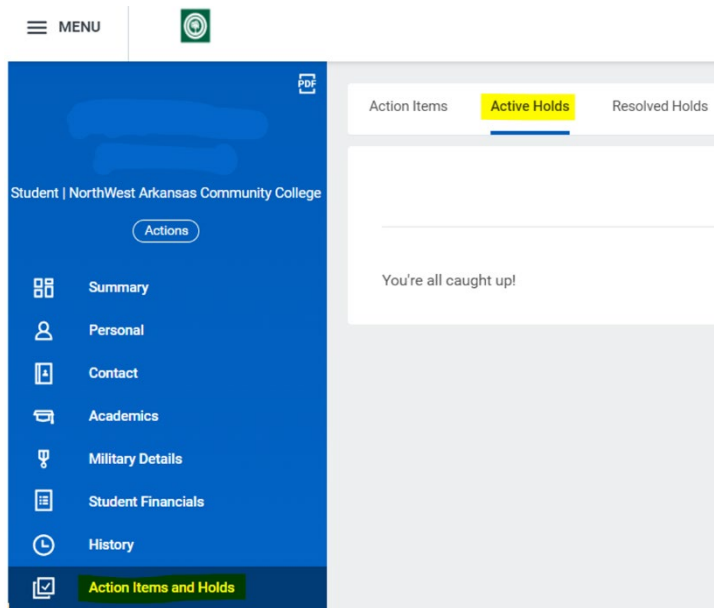
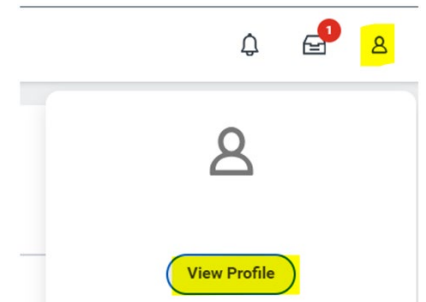
## Registration for Western Arkansas Apprenticeship Programs – Fall 2024

1. To register for the Fall 2024 semester for Western Arkansas Apprenticeship as a returning apprentice, please navigate to the following link: <https://www.myworkday.com/nwacc>
2. This will prompt you to log in to the NWACC system.



The image shows the NWACC login page. At the top is the NWACC logo (Northwest Arkansas Community College). Below it is the text "Sign in". There are two input fields: "Username (Not Email)" and "Password". A "LOGIN" button is centered below the fields. At the bottom, there are links for "First Time User", "Forgot Password", and "Need Help?".

3. At the login screen, enter your NWACC username (without the @nwacc.edu) and your password.
  - a. If you cannot remember your password, please click "Forgot Password"
  - b. If you cannot reset your password via the prompts, please call the NWACC IT Help Desk at 479-619-4357
4. Once logged in, you will be at your Workday Dashboard.
  - You will need to complete any tasks awaiting your action before you will be able to proceed to registration.
  - You also need to verify you do not have any account holds.
5. Look for the person outline (or your picture) in the upper right corner of Workday.
6. Click the person outline and then click "View Profile" in the menu:
7. From the Student Profile, you can check if you have an Account Balance (most common reason to have a hold).
8. You can also click on "Action Items and Holds" in the left hand menu to view any current holds:

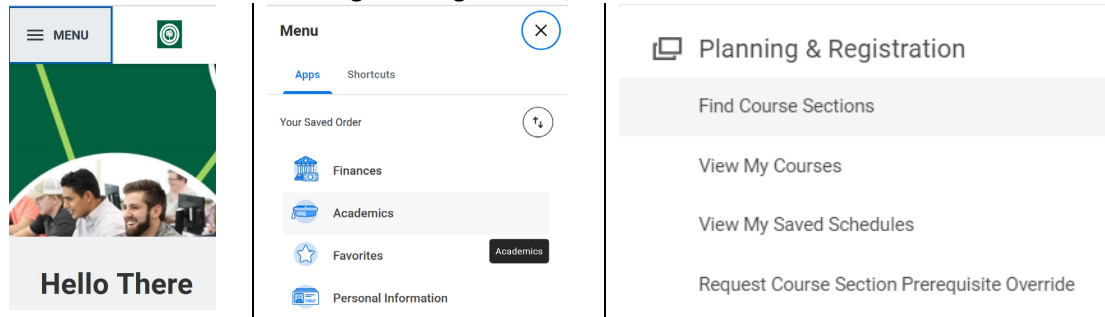


HINT: If you need to get back to your Dashboard, click the tree icon at the top of the screen.



## Registration for Western Arkansas Apprenticeship Programs – Fall 2024

9. When all onboarding tasks are complete and you have no holds, you will be able to register for class in Workday.
  - a. Under MENU,
  - b. click on ACADEMICS,
  - c. and then under Planning and Registration, click on FIND COURSE SECTIONS.



10. Click “Find Course Sections” and enter Fall 2024 in the “Start Date within” field and select “Non-Credit” for the Academic Level

### Find Course Sections

Institution \* 
  
 Start Date within \* 
  
 Academic Level \* 
  
 Campus Locations

11. The next screen should have a search bar at the top:

Find Course Sections 
  
 Start Date within  Academic Level 
  
 
  
[Saved Searches](#)

12. Type **your course code** in the **search** bar and click Search.

Course	RTI Hours	Course Code	Course	RTI Hours	Course Code
Plumbing 1	0 - 160	<b>XPLM 1203</b>	Electrical 1	0 - 144	<b>XELC 1203</b>
Plumbing 2	161 - 320	<b>XPLM 1403</b>	Electrical 2	145 - 288	<b>XELC 1403</b>
Plumbing 3	321 - 480	<b>XPLM 2203</b>	Electrical 3	289 - 432	<b>XELC 2203</b>
Plumbing 4	481 - 640	<b>XPLM 2403</b>	Electrical 4	433 - 576	<b>XELC 2403</b>

13. Click on START REGISTRATION. Choose “Fall 2024” from the drop down menu and click OK.

Bentonville Course Section Codes			Springdale Course Section Codes	
XPLM 1203-1	XELC 1203-1		XPLM 1203-2	
XPLM 1403-1	XELC 1403-1		XPLM 1403-2	
XPLM 2203-1	XELC 2203-1		XPLM 2203-2	
XPLM 2404-1	XELC 2404-1		XPLM 2404-2	

14. Select the course by checking the checkbox and click REGISTER.
15. To verify you are registered, click VIEW REGISTERED COURSES.