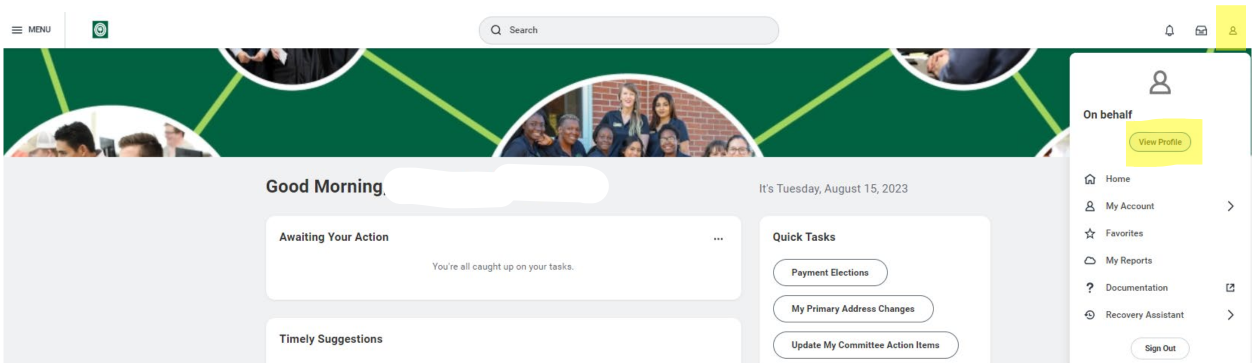
How do I add a Third Party to my account?

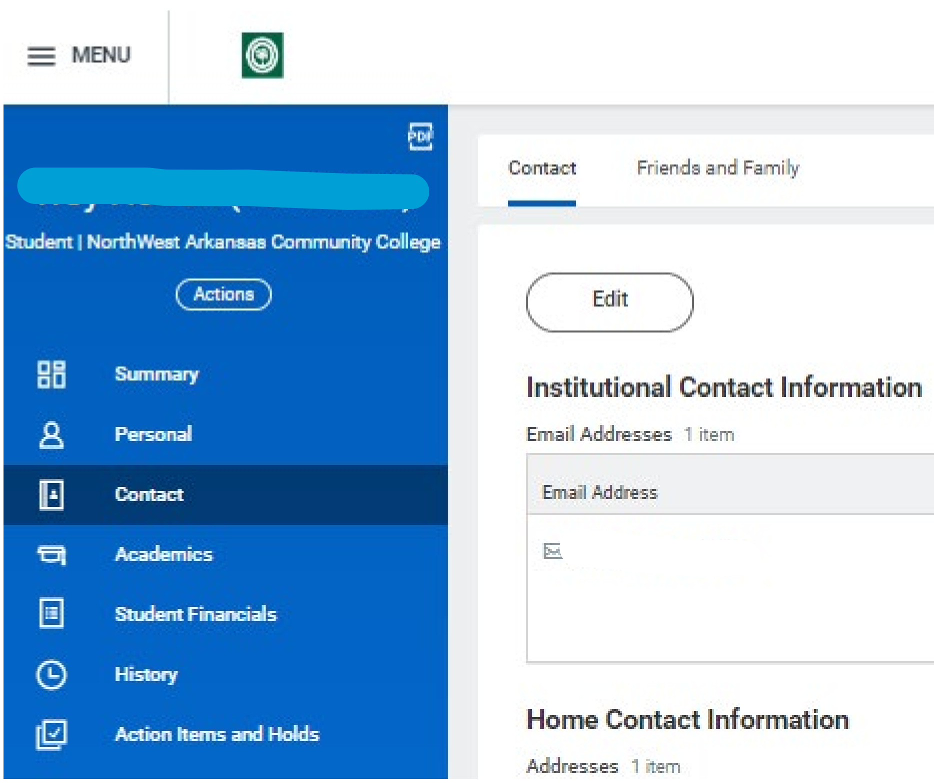
1. Login to Workday: https://www.myworkday.com/nwacc
   Technical difficulties? – Click Forgot Password, or Call the Technology Help Desk at (479) 619-4357 [HELP]
2. (If needed) Complete Your New Student Onboarding Tasks in Workday
   - Your home page will list onboarding tasks that need your attention.

3. Navigate to your Profile

Click the Person outline in the top right corner and then Click “View Profile”

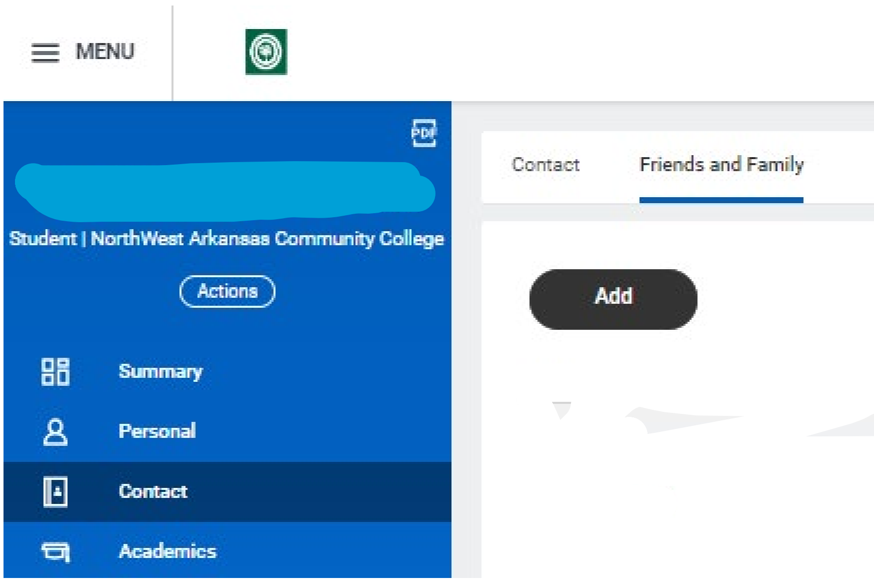


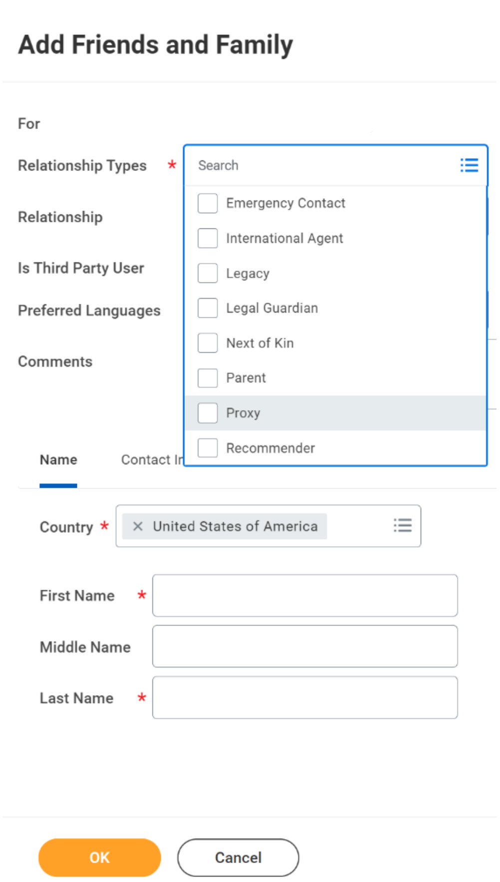
From your Workday Profile, click on Contact



4. From the Contact menu, click the Friends and Family tab

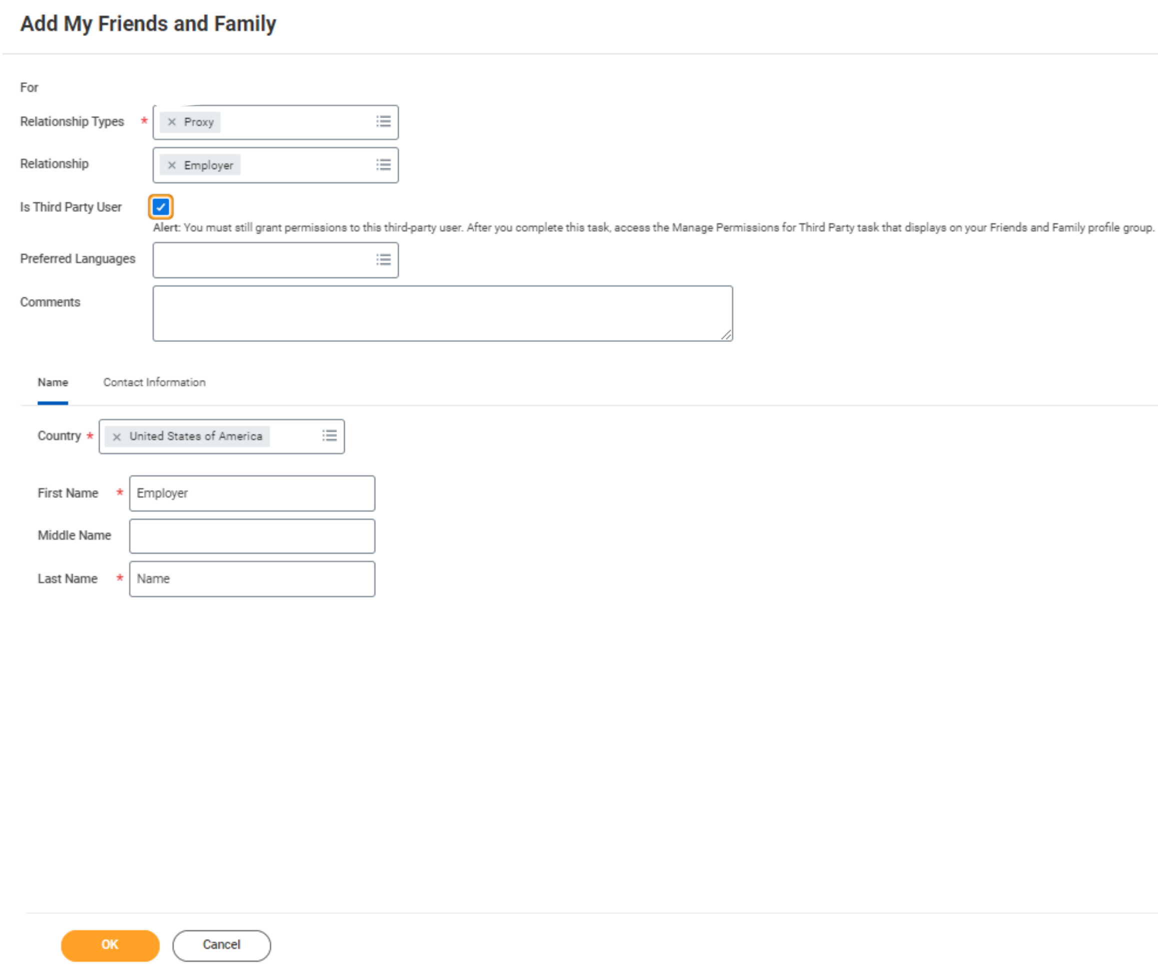
Click the Add button





In the "Add Friends and Family" window, select/enter the following information:

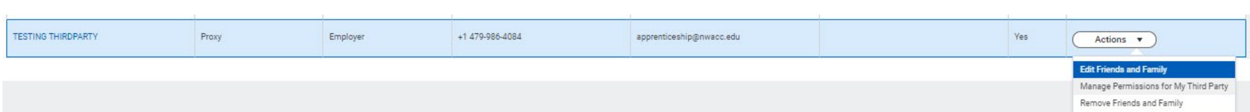
- Relationship Type: Proxy
- Relationship: Employer
- Check the box for "Is Third Party User"
- You must enter Name and Contact information – required fields are indicated by a red asterisk
- For a Third Party User to have access, you must enter Name, Phone Number and Email
- A valid email address is required for the system to send the Third Party a login.



Once you have added the individual as a Third Party, you will need to Configure what permissions you want them to have on your account

Adding Permissions:

On the far right of the Third Party listing click the Action button and then "Manage Permissions for My Third Party"



Click OK to proceed

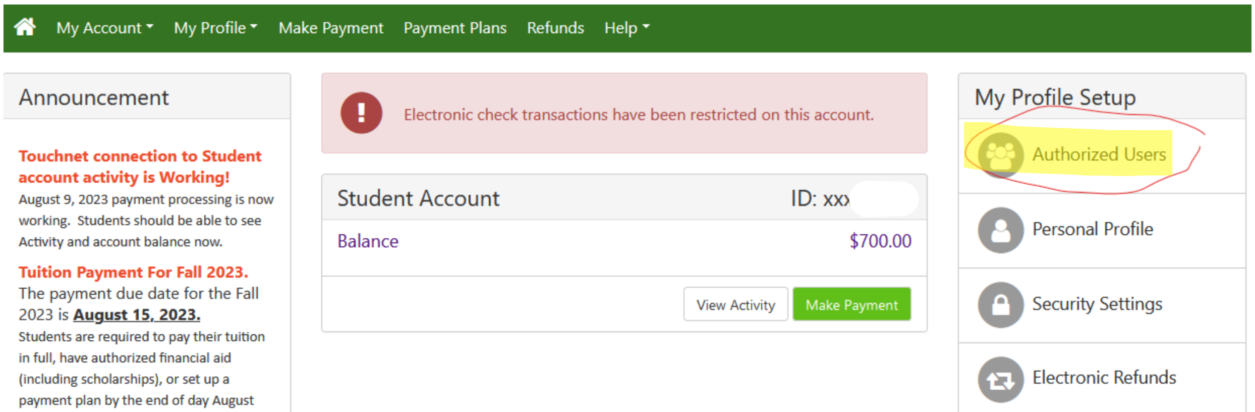
Designate which permissions you wish the Third Party to have on your behalf and click OK.

NOTE: You can manage permissions for a Third Party at any time from Your Workday Profile > Contacts > Friends and Family

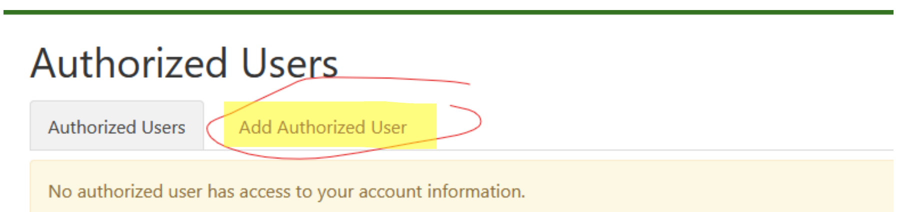
THIS IS FOR THE ABILITY TO VIEW ENROLLMENT, GRADES, YOUR ACCOUNT STATEMENT. To add your employer as an authorized user on your payment account, please continue to the Touchnet Payment service.

From the NWACC website, log in to your My NWACC
Click on Treasurer (left menu)
Select Touchnet eServices (this is a link to Touchnet – you will not have to sign in again.)

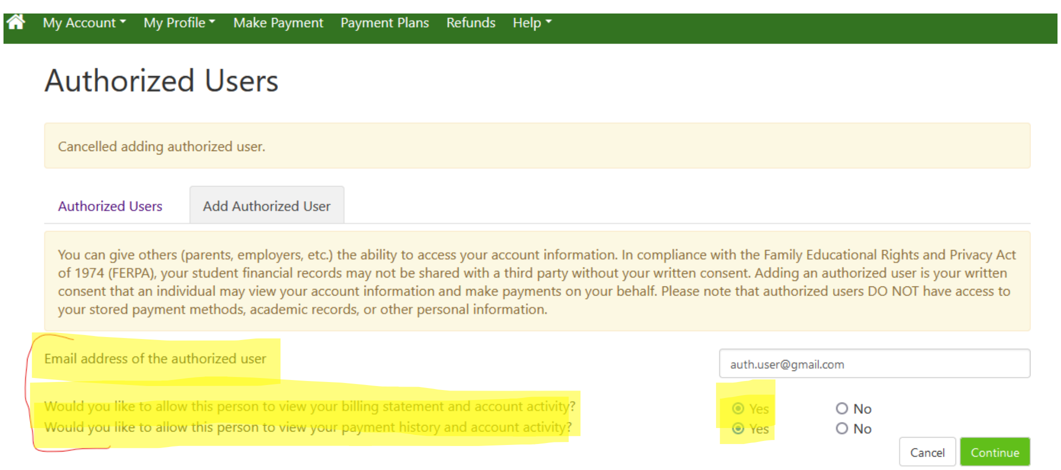
From the Touchnet homepage, select Authorized Users under My Profile Setup



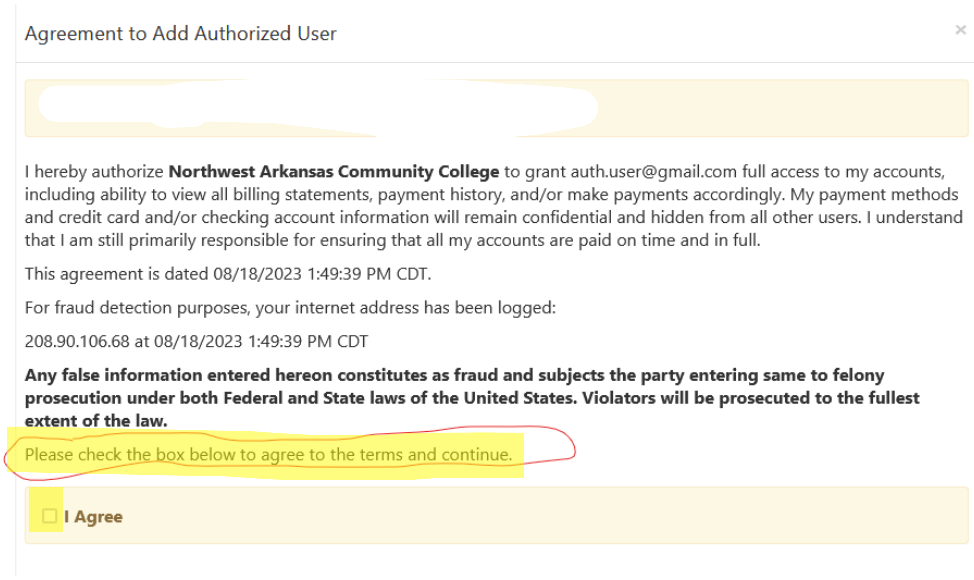
Select Add Authorized User tab



Enter authorized user's email address, and select what they can view



Check I Agree box to add the authorized user.



Two emails will be sent to the authorized user, one provides the link to Touchnet as an authorized user, and the other contains their initial password.

You can change/delete the authorization at any time by going back to your My Profile / Authorized Users tab in Touchnet.