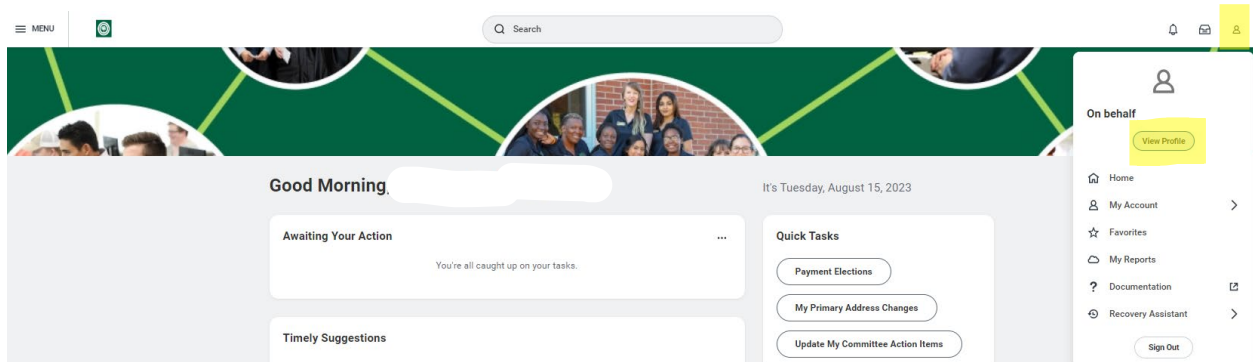


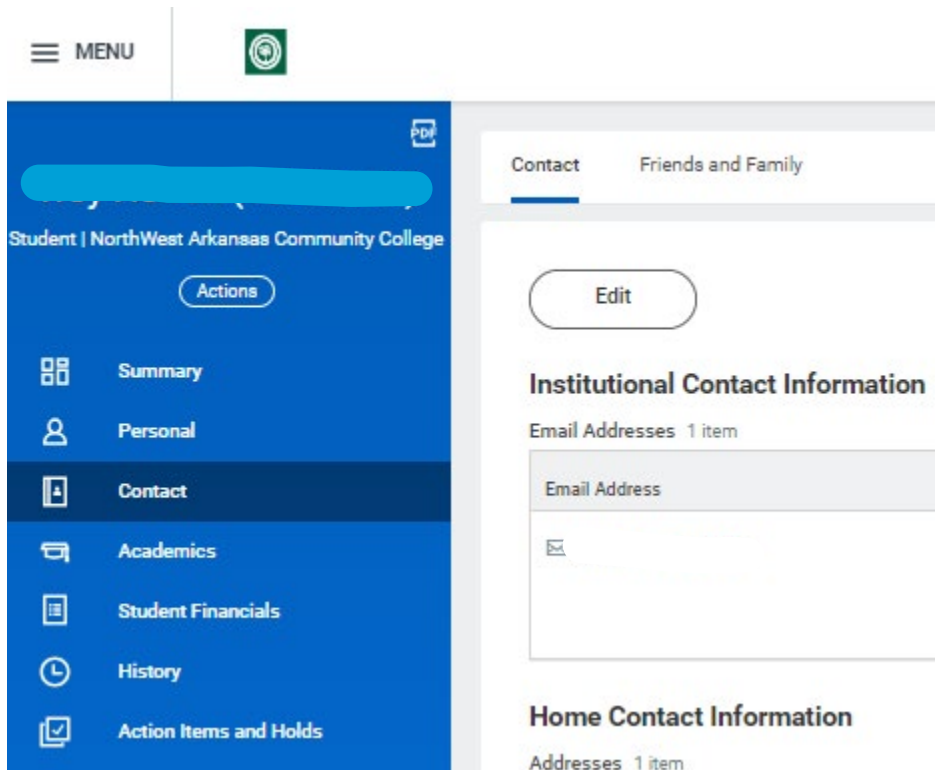
## How do I add a Third Party to my account?

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”

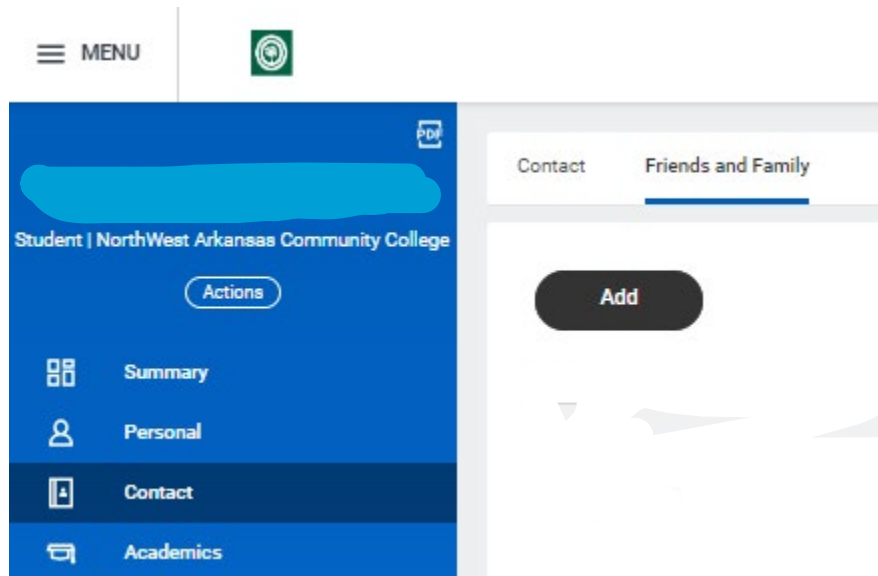


From your Workday Profile, click on Contact



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

Click the Add button



### Add Friends and Family

For

Relationship Types \* Search

Relationship

Is Third Party User

Preferred Languages

Comments

Name Contact Information

Country \* United States of America

First Name \*

Middle Name

Last Name \*

OK Cancel

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.

## Add My Friends and Family

For

Relationship Types \*

Relationship

Is Third Party User ☒

Alert: You must still grant permissions to this third-party user. After you complete this task, access the Manage Permissions for Third Party task that displays on your Friends and Family profile group.

Preferred Languages

Comments

Name Contact Information

Country \*

First Name \*

Middle Name

Last Name \*

OK

Cancel

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”

TESTING THIRDPARTY	Proxy	Employer	+1 479-986-4084	apprenticeship@nwacc.edu		Yes	Actions
							<div>Edit Friends and Family</div> <div>Manage Permissions for My Third Party</div> <div>Remove Friends and Family</div>

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

The screenshot shows the Touchnet homepage with a green navigation bar at the top containing links: My Account, My Profile, Make Payment, Payment Plans, Refunds, and Help. On the left, there is an 'Announcement' section with two notices: 'Touchnet connection to Student account activity is Working!' and 'Tuition Payment For Fall 2023.' The main content area features a 'Student Account' summary with a balance of \$700.00 and buttons for 'View Activity' and 'Make Payment'. On the right, the 'My Profile Setup' menu is visible, with 'Authorized Users' highlighted by a red circle.

Select Add Authorized User tab


The screenshot shows the 'Authorized Users' page. At the top, there are two tabs: 'Authorized Users' and 'Add Authorized User', with the latter highlighted by a red circle. Below the tabs, a yellow message box states: 'No authorized user has access to your account information.'

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

The screenshot shows the 'Add Authorized User' form. At the top, there is a yellow message box that says 'Cancelled adding authorized user.' Below this, there are two tabs: 'Authorized Users' and 'Add Authorized User'. The form contains a text input field for the 'Email address of the authorized user' with the value 'auth.user@gmail.com'. Below the email field, there are two checkboxes for consent: 'Would you like to allow this person to view your billing statement and account activity?' and 'Would you like to allow this person to view your payment history and account activity?'. Both checkboxes are checked, and the 'Yes' radio button is selected for each. At the bottom right, there are 'Cancel' and 'Continue' buttons.

**Check I Agree box to add the authorized user.**

Agreement to Add Authorized User ×



I hereby authorize **Northwest Arkansas Community College** to grant auth.user@gmail.com full access to my accounts, including ability to view all billing statements, payment history, and/or make payments accordingly. My payment methods and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated 08/18/2023 1:49:39 PM CDT.

For fraud detection purposes, your internet address has been logged:  
208.90.106.68 at 08/18/2023 1:49:39 PM CDT

**Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.**

Please check the box below to agree to the terms and continue.

☐ I Agree

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.