

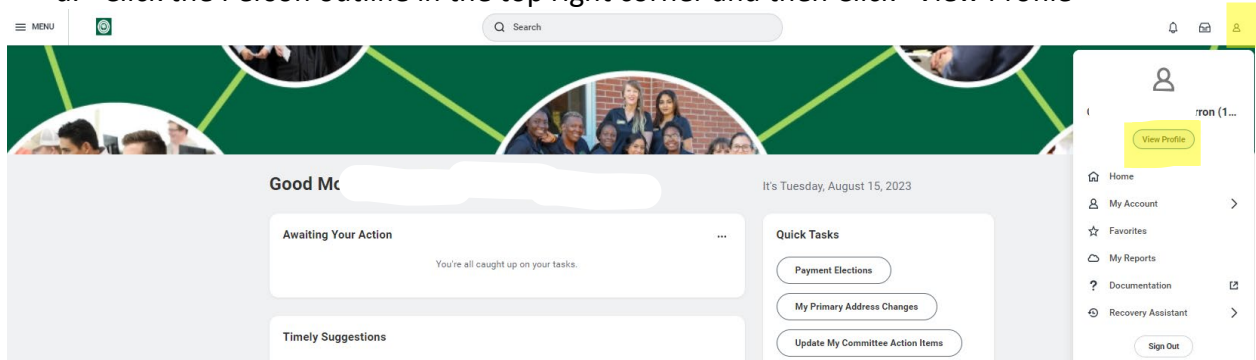
Western Arkansas Apprenticeship Program

Apprentice Employer Payment Options

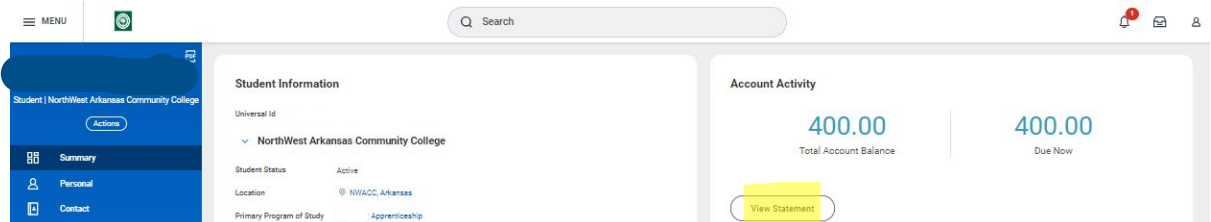
Option #1 -- Viewing and or/Printing a Statement for Mailing a Payment

An apprentice can log in to their NWACC Workday account, print a statement for their employer and employer can mail a check or money order with the statement.

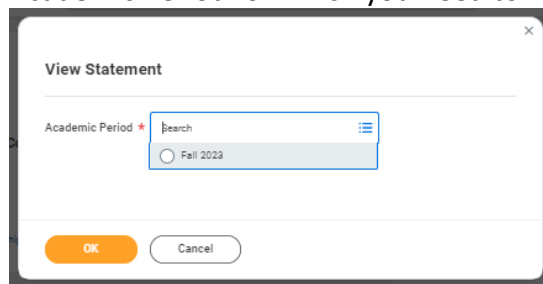
- Login to Workday: <https://www.myworkday.com/nwacc>
- Technical difficulties?* – Click Forgot Password, or Call the Technology Help Desk at (479) 619-4357 [HELP]
- Navigate to your Profile
- Click the Person outline in the top right corner and then Click “View Profile”



- For most accounts, on the Summary tab of the student profile, the “Account Activity” widget will appear on the top right or at the bottom of the screen. Below the Total Account Balance display there will be a button for “View Statement”. You can click to View the Statement and then there are additional options to Generate a PDF for printing.




- When you click “View Statement”, you will have a pop-up option to select the Academic Period for which you need to view a statement.





- Click OK
- From the next screen, you can View the account information or Generate a PDF for printing.

Western Arkansas Apprenticeship Program

Apprentice Employer Payment Options

 MENU



View Statement 

Student

Student ID

Academic Period Fall 2023

Academic Level Non-Credit

Institution NorthWest Arkansas Community College

Generate PDF

View a Different Statement

Mailing Payment:

Make your check or money order payable to NorthWest Arkansas Community College, attn Treasurer's Office, One College Drive, Bentonville, AR 72712.

- Checks and money orders must be payable in U.S. dollars and drawn on a U.S. bank.
- Please include a copy of your bill with your check or money order.
- If you do not have a copy of your bill, include student name and NWACC ID number on the memo line of the check or money order
- Postdated checks, counter check, and two party checks (those made payable to a person, company, or institution other than NWACC) are not accepted. Additionally, personal business checks may be returned if the account indicates to send guaranteed funds.

Option #2 – Online Payment via Touchnet --- NEW!

An apprentice can log in to their NWACC Workday account and set up an employer to have Third Party Access to their NWACC account. <https://warkap.org/add-employer-instructions>

- Third Party User access allows the proxy user to print a statement, view grades, etc. (depending on the level of access a student selects for the proxy).
- A student can also add an “Authorized User” to make payment via Touchnet (NWACC electronic payment option).
 - Electronic payment options include setting up a payment plan (available at beginning of semester), payment by debit/credit card, and payment by e-check.
 - Need assistance with Touchnet? Contact Treasury Services
 - In-person: Bentonville Campus, Becky Paneitz Student Center, 2nd floor
 - Call: (479) 986-4000, option 2
 - Email: cashier@nwacc.edu
 - Office Hours: Mon & Tues, 8:00 am - 1:00 pm, Wed & Thurs, 11:00 am - 4:30 pm & Friday, 8:00 am - 12:00 pm (during school term)