**C>TED** | **NORTHEAST**
WI Technical College

**Document Title:** Step by Step Instructions for using Organization Self - Service

**FERPA Notification:**

ATTENTION: By entering into this registration system you acknowledge that:

NWTC is in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974 as Amended, also known as the Buckley Amendment. FERPA is a federal privacy law that protects educational records from improper disclosures.

As a third party organization, you will have access to records which contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974. Under FERPA you may access student records in which there is a legitimate educational interest. You must keep all information confidential. Your organization is given access to this information on the condition that you do not share your access with any other person and only access this information in the legitimate educational interest of the student.

I have read and agree to the above guidelines and terms.

**Date Created/Revised:** 6/18/14

**Additional Information:** Questions?  Please click Frequently Asked Questions

## Detailed Steps with Optional Screen Shots:

Navigation: **www.nwtc.edu/myorganization**

1. Type the Organization ID
   a. If unknown, click "Find NWTC Organization ID" button and follow the instructions on the page.
   b. If not found, click "Create New Organization" and follow the instructions on the page.

2. Type the Organization Password.

3. Click **Sign In**.



**\*\*NOTE:** These pages will time out if you step away and leave idle for 10 minutes. This is for security purposes to protect your information!

## ORGANIZATION MANAGEMENT

1. This tab shows all of the organization data.

2. Update any information necessary and click **Save**.

3. Click the Next tab to navigate to the **Student Management** tab.

1. This tab shows the students that are currently listed under your organization's **Student List**.

2. Add new students to the organization's Student List by:
   a. Typing in the Student ID and clicking **Add a Student to the List** button.
      i. You will be required to verify/update the student's information.
   b. Clicking **Add a Student to the List** button if the student does not already have a Student ID.
      i. You will be required to enter required data for each student.
         1. Student Personal Data Requirements link brings up a form showing all of the data that is needed to add a student into the student list.  This form can be printed.

3. "**View Active Only**" button is checked:
   a. Lists active students in your organization's Student List.

4. "**View Inactive Only**" button is checked:
   a. Lists inactive student in your organization's Student List.
   b. A student can be re-activated by clicking the checkbox located next to the student's name under "Active" field.  The system will then bring you to the "Create an NWTC Student Account" pages to update student personal data.

5. **Refresh View** button:
   a. Click when changes are made with activating/inactivating a student.

6. **Update Personal Data** button:
   a. Allows you to update personal data for each student.

7. **View Students Classes** button:
   a. Allows you to view student's classes in which the organization enrolled the student.

8. Click the **Next Tab** to navigate to the **Add a Class/Shopping Cart** tab.

| Organization Management | Student Management | Add A Class / Shopping Cart | Organization Classes | Account Summary |

**Student Management**

Frequently Asked Questions

Manitowoc Org in Test

Student ID: [＿＿＿＿]   [Add a Student to the List]   Student Personal Data Requirements

Students cannot be inactivated if enrolled in a current or future class affiliated with the organization. The student must first be dropped from the class.

To inactivate a student, uncheck the "Active" checkbox. To reactivate a student, select "View Inactive Only" and check the "Active" checkbox.

◉ View Active Only   ○ View Inactive Only   [Refresh View]

**Student List**                      Find | ▦   First ◀ 1-3 of 3 ▶ Last

| Student ID | Name | Active | | |
|---|---|---|---|---|
| 22929543 | Newby,Marysue | ☑ | Update Personal Data | View Student's Classes |
| 22929517 | Service,Maryjane | ☑ | Update Personal Data | View Student's Classes |

[Previous Tab]   [Next Tab]

Organization Management | Student Management | Add A Class / Shopping Cart | Organization Classes | Account Summary

# ADD A CLASS / SHOPPING CART

1. This tab allows you to search for classes:
   a. Select the **Date Range** from the dropdown, type in a **Class number** and click **Enter** button**.**
      OR
   b. Select the **Date Range** from the dropdown, and click **Class Search** button**.**  Follow the instructions on the page to search for a class.
      i. View the available classes (scrolling if necessary) and click the **select class** button ( select class ) for the class you wish to choose.



2. The class data will populate on the right side of the page.

3. The class data appears in the **Shopping Cart**.
   a. A class can be removed by clicking the **Remove Class** button.

4. Click **Add Student(s)** button to add students to the class.

5. Click **Save Cart** button to only save the class/students and to not enroll the students.

6. Click **Proceed to Checkout** button to enroll the students and pay.

7. The four payment options below appear. <mark>NOTE: TASER classes are "Class Fees only"</mark>

**Payment Options**   21804476                                    0022396678

| Select a Payment Option | Select Additional Fees to Pay |
|---|---|
| ○ Pay by Credit Card for Class Fees only | ☐ All Book Fees |
| ○ Pay by Credit Card for Class Fees & Bill Additional fees | ☐ All Supplies |
| ○ Bill the Organization for Class Fees only | ☐ Academic Skills Assessment Testing |
| ○ Bill the Organization for Class fees & Additional fees | |

8. Check the box for the **Select a Payment Option** you wish to choose:
   a. **Pay by Credit Card for Class fees only**:
      i. Credit Card pages will need to be completed.
   b. **Pay by Credit Card for Class Fees & Bill Additional fees**:
      i. Check the box for the appropriate **Additional Fees to Pay**. Authorization to Bill must be completed and then Credit Card pages will need to be completed.
   c. **Bill the Organization for Class Fees only**:
      i. Authorization to Bill must be completed.
   d. **Bill the Organization for Class fees & additional Fees**:
      i. Check the box for the appropriate **Additional Fees to Pay**. Authorization to Bill must be completed.
9. Enter in the appropriate **billing information** as applicable to payment selection, then **select continue**

**Payment Options**   21804476                                    0022396678

| Select a Payment Option |
|---|
| ○ Pay by Credit Card for Class Fees only |
| ○ Pay by Credit Card for Class Fees & Bill Additional fees |
| ⊙ Bill the Organization for Class Fees only |
| ○ Bill the Organization for Class fees & Additional fees |

**Authorization to Bill:** 2180447620140619-1

Contract Authorized by  Joe Smith                                    * REQUIRED
Purchase Order/Reference # to print on Invoice
Contact Phone  123-4567
Contact Email  angela.blasier@nwtc.edu

Country:   USA 🔍  United States
Address:   123 Main                      Edit Address   07/16/2010
           Anytown, WI 12345

☑ Check here if Bill Address & Contact Information are Correct

Continue    Cancel

10. After payment is complete, the **Enrollment Results Summary** page appears with the status of the enrollment.



11. An email is automatically sent to the student email address with class details for successful enrollment.

12. An email is automatically sent to the Organization Contact Email (from the Organization Management tab).

## Example of email to the Student:

Retain this as confirmation of your enrollment verification with Northeast Wisconsin Technical College (NWTC).

Manitowoc Org enrolled you in a class with NWTC and confirmation of your enrollment is below.

YOUR ORGANIZATION IS FULLY RESPONSIBLE FOR ANY REGISTRATION AND ASSOCIATED TUITION AND FEES.

Student ID: 22929725
Student Newstudent
123 Main Street
New Franken,  WI  50000
920/555-1212
diane.berzinski@nwtc.edu

Verify your address, phone and email.  Contact your Organization representative to change the data.

Class #: 51234 Sewing: Quilting/Appliqué
Dates: 06/19/2012 - 08/07/2012    Days: Tuesday
Times: 1:00 pm - 4:00 pm    Location: Artisan Ctr 1417 Cedar-Rm 102
Instructor: Smith, Jon
Credits: 0.45   Status:  Enroll

Notes:  No Class 7/3, 7/10

REFUND POLICY
There will be no refund unless you drop your class prior to the class start date.
Contact Enrollment Services at 1-800-422-NWTC ext 5444 to withdraw from a class.

QUESTIONS
Contact your employer with any questions related to this enrollment.
If additional assistance from the college is needed, please see the contact information below.
Enrollment:  Enrollment Services at 1-800-422-NWTC, ext. 5444

Effective Date: 02/23/2012

## Example of email to the Organization representative:

Retain this for verification of your enrollment request with Northeast Wisconsin Technical College (NWTC).  Please review this information carefully.

Total charges for all Transactions: $59.33.  If you have already processed your payment, we thank you.  Otherwise, an invoice will be forthcoming, please include your invoice number and Organizational ID# on your payment.

Enrollment Request #: 0021910216

Class #: 51234  Sewing: Quilting/Appliqué
Dates: 06/19/2012 - 08/07/2012    Days: Tuesday
Times: 1:00 pm - 4:00 pm    Location: Artisan Ctr 1417 Cedar-Rm 102
Instructor: Smith, Jon

Credits: 0.45   Class Fee:  $59.33
Notes:  No Class 7/3, 7/10

Total charges: $ 59.33
Payment:  $  0.00

Successfully Enrolled
Student ID:  22929725
Newstudent,Student


TERMS & CONDITIONS
Your organization is fully responsible for any registration and associated tuition and fees.
Note:  NWTC is limited on what student data can be released to the organization even if the organization funds the student enrollment.

REFUND POLICY
There will be no refund unless the student is dropped from the class prior to the class start date.
Contact Enrollment Services at 1-800-422-NWTC ext 5444 to withdraw from a class.

QUESTIONS
If additional assistance from the college is needed, please see the contact information below.
Enrollment:  Enrollment Services at 1-800-422-NWTC, ext. 5444
Billing:  Student Finance at 1-800-422-NWTC, ext. 6816

Effective Date: 02/23/2012
Time: 09:58 am

Total charges for all Transactions: $59.33

# ORGANIZATION CLASSES

1.  This tab shows all classes in which the organization enrolled students.

2.  **Upcoming Classes**
    a.  Click the **View Class Details** button to view details about each class.
    b.  Click the **View/Drop Students** button to view/drop students in each class.
        i.  If a student is dropped, an email is automatically sent to the student and to the Organization Contact Name (from the Organization Management tab).

3.  **In-Progress Classes**
    a.  View the classes and students.  Drops are not allowed as the class is in-progress.

4.  **Completed Classes**
    a.  View the classes and students.  Drops are not allowed as the class has ended.

| Organization Management | Student Management | Add A Class / Shopping Cart | Organization Classes | Account Summary |

**Organization Classes**         [Frequently Asked Questions](#)

Manitowoc Org in Test

**Upcoming Classes**

First 1-4 of 4 Last

| | Term | Class Number | Description | Start Date | End Date | # Enrolled from the Organization | View Class Details | View/Drop Students |
|---|---|---|---|---|---|---|---|---|
| 1 | Spring 2012 | 25173 | Woodturning-Bowls and Platters | 05/01/2012 | 05/17/2012 | 1 | View Class Details | View/Drop Students |
| 2 | Summer 2012 | 51277 | TASER Instructor | 06/01/2012 | 08/10/2012 | 1 | View Class Details | View/Drop Students |
| 3 | Summer 2012 | 51298 | Business-Introduction | 06/07/2012 | 07/26/2012 | 1 | View Class Details | View/Drop Students |
| 4 | Summer 2012 | 51389 | Accounting Principles | 07/10/2012 | 08/28/2012 | 1 | View Class Details | View/Drop Students |

**In-Progress Classes - Drops are not allowed as the class is in-progress.**      -- No In-Progress Classes at this Time

**Completed Classes - Drops are not allowed as the class has ended.**      -- No Completed Classes at this Time

Previous Tab     Next Tab

Organization Management | Student Management | Add A Class / Shopping Cart | Organization Classes | Account Summary

# ACCOUNT SUMMARY

1. This tab displays the account balance for each Term and Account Nbr.



2. Click the **Details** button under the **Account Summary** section and the page below appears with student details.



3. Click the **Details** button under the **Contract Charges** section and the page below appears with specific Class Number and Class Description for the Student.