

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**.

Organization ID:

*Organization Password:

[Sign In](#)

[Forgot Your Organization Password?](#)

Organization Login
If you know your Organization's ID and password, type them and click "Sign In" to continue. If you are not sure, click "Find NWTC Organization ID" and search for your Organization. If your Organization does not have an ID, click "Create New Organization".

Need Help?
NWTC Call Center:
(920) 498-5444 or (800) 422-NWTC, ext. 5444
E-mail: more.info@nwtc.edu

Related Links
[Step by Step Instructions](#)
[Frequently Asked Questions](#)
[Student Personal Data Requirements](#)
[Public Safety](#)

****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!**

NOTE: Please click the appropriate tabs on each page to navigate instead of using the back or forward arrows on your browser toolbar.

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.

Organization Management [Frequently Asked Questions](#)

Organization ID: 22929504

Organization Name:
Use the full name, no acronyms

Taxpayer ID:

*Billing Address:
*City: *State:
*Zip Code: *Country:

Mailing address is same as billing address

*Mailing Address:
*City: *State:
*Zip Code: *Country:

Contact Type: PRI

*Contact Name:
*Contact Email:
Confirm Email:
*Contact Phone:

Password must be at least 7 characters and case sensitive

NOTE: Please click the appropriate tabs on each page to navigate instead of using the back or forward arrows on your browser toolbar.

****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!

STUDENT MANAGEMENT

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.

The screenshot displays the 'Student Management' interface. At the top, there are navigation tabs: 'Organization Management', 'Student Management' (selected), 'Add A Class / Shopping Cart', 'Organization Classes', and 'Account Summary'. Below the tabs, the page title is 'Student Management' with a link for 'Frequently Asked Questions'. The organization name 'Manitowoc Org in Test' is shown. A search bar contains 'Student ID:' followed by an input field, a yellow 'Add a Student to the List' button, and a blue link 'Student Personal Data Requirements'. A text box explains that students cannot be inactivated if enrolled in a current or future class. Below this, there are radio buttons for 'View Active Only' (selected) and 'View Inactive Only', along with a yellow 'Refresh View' button. A table titled 'Student List' shows two students: Newby, Marysue and Service, Maryjane, both with 'Active' checkboxes checked. Each row has yellow buttons for 'Update Personal Data' and 'View Student's Classes'. At the bottom of the table are 'Previous Tab' and 'Next Tab' buttons. The footer contains the same navigation tabs as the top of the page.

Student ID	Name	Active	Update Personal Data	View Student's Classes
22929543	Newby, Marysue	<input checked="" type="checkbox"/>	Update Personal Data	View Student's Classes
22929517	Service, Maryjane	<input checked="" type="checkbox"/>	Update Personal Data	View Student's Classes

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.

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

Enroll Students

Manitowoc Org in Test [Frequently Asked Questions](#)

* Date Range

Enter Class Nbr

OR

Organization Management | Student Management | [Add A Class / Shopping Cart](#) | Organization Classes | Account Summary

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.

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

Enroll Students

Manitowoc Org in [Frequently Asked Questions](#)

Shopping Cart of 1 | Last

Class Nbr: 24125
Description: Micro: Word-Intro
Available Seats: 8
Start Date: 01/16/2012
End Date: 05/14/2012
[View Class Details](#)

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7. The four payment options below appear. **NOTE: TASER classes are "Class Fees only"**

Payment Options 21804476

0022396678

Select a Payment Option	Select Additional Fees to Pay
<input checked="" type="radio"/> Pay by Credit Card for Class Fees only	<input type="checkbox"/> All Book Fees
<input type="radio"/> Pay by Credit Card for Class Fees & Bill Additional fees	<input type="checkbox"/> All Supplies
<input type="radio"/> Bill the Organization for Class Fees only	<input type="checkbox"/> Academic Skills Assessment Testing
<input type="radio"/> 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 * REQUIRED

Purchase Order/Reference # to print on Invoice

Contact Phone

Contact Email

Country: United States

Address: [Edit Address](#) 07/16/2010
Anytown, WI 12345

Check here if Bill Address & Contact Information are Correct

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

Enrollment Results Summary

You may print this page for your records. Close Window
A confirmation containing this information will be emailed to you.

✔ Success: enrolled ✘ Error: not enrolled

Date Range	Class Nbr	Title	Student ID	Student Name	Status	Message
Summer 2012 (6/1/12-8/10/12)	51234	Sewing: Quilting/Appliqué	22929725	Newstudent, Studen	✔	

Close Window

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).

This email is sent for successful and unsuccessful enrollment.

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/Appiqué
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.

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Organization Classes

[Frequently Asked Questions](#)

Manitowoc Org in Test

Upcoming Classes

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](#)

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ACCOUNT SUMMARY

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

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Account Summary [Frequently Asked Questions](#)

Manitowoc Org in Test

To make payment on your account by phone, please call 920-498-6816, or 800-422-6982, Ext 6816.
 To make payment by mail, please reference your organization ID# on your payment and mail to:

Northeast Wisconsin Technical College
 Student Finance Dept
 PO Box 19042
 Green Bay, WI 54307-9042

Account Summary			
Term	Account Nbr	Account Balance	Details
Spring 2012 (01/01-05/31/12)	TPCONTR001	116.11	Details

[Previous Tab](#)

[Organization Management](#) | [Student Management](#) | [Add A Class / Shopping Cart](#) | [Organization Classes](#) | [Account Summary](#)

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

Organization account detail

External Org ID
Manitowoc Org in

Account Term Spring 2012 (01/01-05/31/12)

Account Nbr TPCONTR001 [Return](#)

Contract Charges						
Contract Number	Student ID	Name	Item Amount	Payment Applied	Balance	Details
51560	13760211	Vazquez,Caridad	0.00	0.00		Details
51561	22929543	Newby,Marysue	0.00	0.00		Details
51604	22929517	Service,Maryjane	116.11	0.00	116.11	Details
51604	22929543	Newby,Marysue	0.00	0.00		Details

Misc.Charges/Waivers/Refunds				
Item Description	Refund Nbr	Contract Number	Student ID	Item Amount
				0.00

Payments					
Reference	Pay ID	Contract Number	Student ID	Name	Item Amount
					0.00

[Return](#)

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.

Student Contract Detail

Term Spring 2012 (01/01-05/31/12)

Contract Number 51604 **Contract Amount** 116.11

Contract Student Service,Maryjane

Class	Class Description	Contract Amount
25173	Woodturning-Bowls and Platters	116.11

[Return](#)