

OVERVIEW

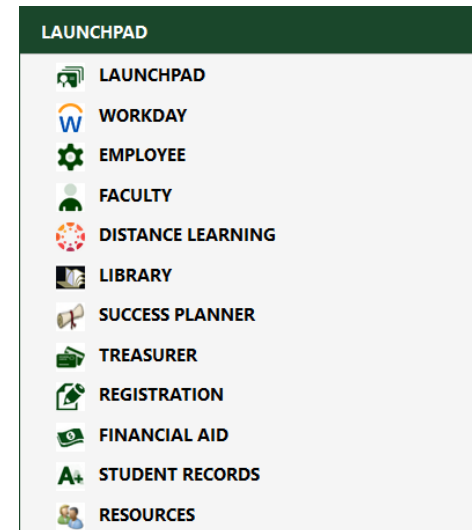
Welcome to NWACC! This Job Aid provides additional information for your onboarding experience.

INFORMATION TECHNOLOGY

1. Contact the IT help desk at 479-619-4357 (HELP) to obtain your username and password. If you have previously worked at NWACC or were/are a student, your username is the same, however, you will need to have your password reset.
 - Passwords expire every 90 days.
 - Your new password cannot be the same as your last 5 passwords.
 - Use a strong password.
 - Must be at least 8 characters, one upper case, one lower case, a number and preferably a symbol.
2. Your supervisor will have completed a Technology Access Form (TAF) for access to the various programs you will use in your job. If you do not have access, please contact your supervisor.

MY NWACC

1. My NWACC is the portal that houses internal information and access, primarily for students, but access to Workday and some employee related information.
2. From the NWACC website, in the upper right-hand corner, select login, select **My NWACC**.



3. **Eaglenet** (under Launchpad) is the area that students can go to register for classes, see financial aid information, receive their grades, and many other items.
4. **Employee>My Work**, is additional information for employees only

WORKDAY

1. October 5, 2020, NWACC launched Phase I of Workday, which includes Finance, Payroll and Human Capital Management (HCM/Human Resources). Phase II of Workday is broken into smaller segments for the student modules.
2. On the left-hand side, select **Workday**
3. **Job Aids** provide additional training for the various processes in Workday.
4. You can also download the Workday app on your phone.

COMPUTER DRIVES/SERVERS

1. The yellow folder in your task bar at the bottom of your screen is My Computer/File Explorer. If you do not have the yellow folder and need assistance adding it, contact the IT help desk.



Listed is Quick Access, This PC (C drive, K drive and any additional drives you will need access to), and once connected – OneDrive – NWACC.

2. The K drive is a shared drive that employees have access to. You may not have access to all folders, as some of them are private to the respective department.
3. It is recommended that you save your files to one drive and shared files to the K drive. Do not save files to your desktop, C drive, or Document library.

OFFICE.COM

1. As an NWACC employee, you have access to log into Office.com and utilize the Microsoft Office products (also known as Office 365). Due to the educational license, you may not have access to all applications, as well as some of them do not fully function (i.e. Teams and Outlook).
2. As an NWACC employee, you can download Microsoft Office on up to 5 personal devices. The download/install button is in the upper-right hand corner once you have logged in.
3. Students also use Office 365.
4. Use your NWACC email and password to access.

ORGANIZATIONAL CHART

1. The organizational chart is found in Workday.

2. Review the Job Aids to update your work location and work phone number.

IMPORTANT APPS

1. You can visit www.bcalert.com to get set up for alerts for your phone and email. You will want to sign up for the one labeled NWACC so you can receive important information about college closings and emergency notifications. You are welcome to sign up for additional alerts as well.
2. LiveSafe app

KEYS/ACCESS CARD

1. Your supervisor or department administrative assistant is responsible for completing the Key Card Access form to obtain keys for your office and building access card if necessary.
2. You will make an appointment with the Physical Plant to obtain the key and/or access card.

TECHNOLOGY

1. Workday: Houses information for Finance, Payroll, and HCM. Phase II is the modules for student.
2. Banner: Houses information for students.
3. Xtender: Software to scan documents to connect with Banner and Workday.
4. Workflow: Electronic process or web form.
5. Argos: Report writing software that pulls information from Banner.
6. AdAstra: Room scheduling software to reserve conference rooms (also reserves classrooms and is connected to Banner).
7. Success Planner: Utilized by students, faculty and staff.
8. Compliance Training: New employees will receive compliance

Onboarding: Important Information

Employee

training to complete within their first 30 days. Annual compliance training as well.

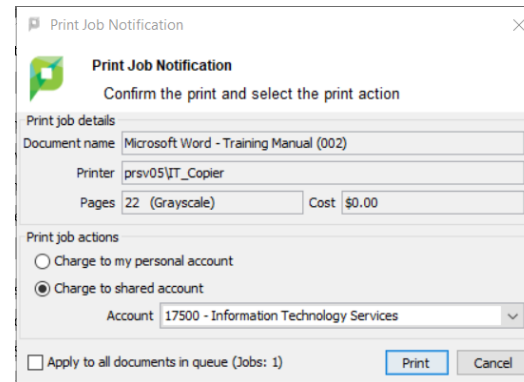
9. Touchnet/Marketplace: Similar to an online shopping area for non-credit classes, Brighwater swag, and a few student related items.
10. Outlook: Become familiar with mail and calendar to be more efficient.
11. Unified Messaging: Once set up, receive missed calls and voice mail in your Outlook inbox.
12. TAF: Technology Access Form is a request for access and necessary items for a new employee, or employee changing positions.
13. Microsoft OneNote: Similar to an online, 3-ring binder. Highly utilized by some departments to track standard operating procedures and the ability to share that documentation.
14. Teams: While working remote, NWACC uses Teams for online meetings and communication.

LONG DISTANCE CODE

1. New employees will receive an email that provides what information was requested on the Technology Access Form, when it was completed and any additional information. Keep this code in a safe place and do not share with other employees.

COPIERS/PRINTING

1. Copiers are connected to Papercut. As an employee printing business documents, select **Charge to shared account**.



2. If making copies or scanning documents at the copier, enter your username and network password to access.

FREEDOM OF INFORMATION ACT

1. FOIA – Freedom of Information Act. Learn more by visiting their [website](#).