Workday Implementation Communication Plan

Goals:

- Raise college-wide awareness of the movement of student-related systems to Workday - a new cloud-based information system.
- Raise awareness of the resources available to learn how to use Workday for student tasks such as onboarding, registration, applying, etc.

Channels:

Website

- Removed Banner buttons for applying/registration throughout site
- Updated Apply page (screenshot below)
- Updated Registration page (screenshot below)
- Frequently updating Workday blog story (screenshot below)
- Updating Sharepoint site about Workday (screenshot below)

Print Materials

- Flyers (printed and around campus) (artwork below)
- Table Tents (printed and around campus) (artwork below)
- Retractable Banner (printed and around campus) (artwork below)
- Postcard (sent to students) (artwork below)

Digital

- TV slide (around campus, artwork below)
- Social posts/Video (screenshot examples below)

Email

- Emails to continuing credit students (Workday coming, Onboarding, Registration Open) – sent from Workday Inbox (Copy below)
- Email to employees (Workday coming, Banner going away, Onboarding, and Registration) – sent from Workday Inbox

Texts

- Enrollment sends text campaigns on Workday onboarding/registration

Other

- Training documents with step-by-step instructions

Apply to NWACC - Admissions Process

Whether you're a recent high school graduate, a career changer or a tradesperson, there's a place for you at NWACC.
View the application information below to get started.

Questions? Email enrollmentsupport@nwacc.edu | Call (479) 986-4000 | Text (479) 309-5532

START APPLICATION

Choose Your Student Path & Follow Steps

The types of courses you'd like to take at NWACC will determine your admission process. Choose your path and follow the necessary steps.

Credit Student ▶

Career-Credit Student ▶

Credit Student: One who plans to take "credit" courses and earn college credit toward a degree. Learn more.

Career-Credit Student: One who plans to take "career-credit" courses to earn industry-recognized technical certifications. Learn more.

NOTE: *View the additional admission steps to take when you are ready to apply to NWACC.*

💬 Chat with us

Helpful Quick Links

- View the **How to Apply to NWACC Help Guide** to review the application process.

- View the **additional admission steps** to take when you are ready to apply to NWACC such as which documents to submit, applying for financial aid, setting up My NWACC, attending orientation, etc.

- Have you already applied to NWACC and are a **current student**? View **class registration resources.**

- Not ready to apply yet?

  DOWNLOAD NWACC'S FREE EBOOK

How to Apply to NWACC

Apply to NWACC

www.nwacc.edu/ CreditApp

Use this video to help you apply to NWACC.

Current Student Registration in Workday

As a current NWACC student, there are a number of steps to take when you register for classes each semester, such as meeting with your advisor, getting your financial aid in order, and then registering for courses in the college's new cloud-based student information system called Workday.

Need help? Credit students can email enrollmentsupport@nwacc.edu, call (479) 986-4000 or text (479) 309-5532. Career-credit students can email workforceadmissions@nwacc.edu.

Quick Tips & Resources:

- Meet with your advisor
- Register for classes in Workday. View steps below.
- Apply / update federal aid (FAFSA) - fafsa.edu.gov (available Oct. 1)
- Apply for state financial aid - adhe.edu (open thru June 1)

- Apply for NWACC scholarships (available Dec. 1 – March 1)
- Secure registration by following up with financial aid or setting up a payment plan
- Are you an honors student? You can register ahead of time. Email honors@nwacc.edu to learn more.

How to Register for Classes in Workday

- **Log in to My NWACC to access Workday.** Once you have logged in to My NWACC, you can select the Workday login menu item on the left column.

- **Check your Workday inbox.** You should look for any outstanding tasks to be completed prior to registration. You MUST complete all ONBOARDING tasks before you can register.

    - For help with onboarding, view the Continuing Student Onboarding reference guide and video.

- **Navigate to your Workday profile.** You will click on your profile picture or the person icon in the upper right corner of the Workday application, then click the "View Profile" button.

- **Navigate to Academics.** On the blue navigation menu on the left, you will select the "Academics" option.
    - Once you have selected the "Academics" option, you can:
        - Create your academic plan
        - Register for courses from your academic plan
            - For help, follow instructions in these guides:
                - Create Academic Plan reference guide
                - Register from Academic Plan reference guide
                - Register from Academic Plan video

- If you don't have an academic plan in Workday or prefer not to create one, you can search the "Find Course Section" and register from there.

    - For help, follow instructions in this guide:
        - Register from Find Course Section reference guide

Register for classes ▶

Class Registration Dates & Help
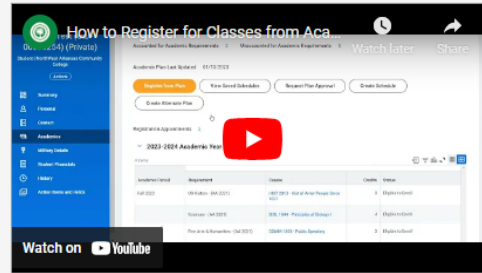
Summer & Fall Registration:
Opens on the first Monday in April

Spring Registration:
Opens on the first Monday in November

Need help registering for classes?

- You can connect with your advisor for assistance by making an appointment via QLess.
- View the Workday quick reference guides and videos linked above for instructions. Guides are also on the college's internal Workday Sharepoint site.
- On Fridays from 8 AM - 12 PM, through August 5th, you can stop by the NWACC library for class registration help.

Use this video to help you register for courses from your academic plan.

Register for classes ▸

📍 🗓 🔍 Login ▾ **APPLY**

🏠 / Featured News / Workday Student

NEWS

NWACC Utilizes Workday to Streamline the Student Experience

To elevate student success, NWACC is moving most of the college's student-related systems to Workday - a simple, cloud-based mobile-friendly information system. This initiative is referred to as the **Workday Student project** where many of the tasks that students, faculty and staff perform on a regular basis will be available at any time, from anywhere, and in one place - Workday.

Students, faculty and staff can view the information below to understand what can be accomplished in Workday Student and how it'll be different than NWACC's previous systems.

SAY HELLO TO
Workday Student

SNEAK PEEK: Take a sneak peek of the student experience in Workday by viewing our **demonstration video**.

STUDENTS

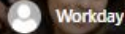| **Students** will use Workday Student to:	Say Hello to:	Say Goodbye to:
- Register for classes and add, drop or swap classes - View your schedule - View your financial aid	- A new profile in Workday that serves as your one-stop for all things student - A simplified interface that is easy to	- Cryptic language and codes to search for courses and track your progress - PDF forms and processes that

NWACC Training

Home   Workday Student   HCM & Finance   Edit

☆ Not following   ⌖ Share

+ New ⌄   ⌁ Send to ⌄   ⌂ Promote   ⊙ Page details   A⁺ Immersive Reader   ▦ Analytics   Published 7/12/2023   ✎ Edit   ↗

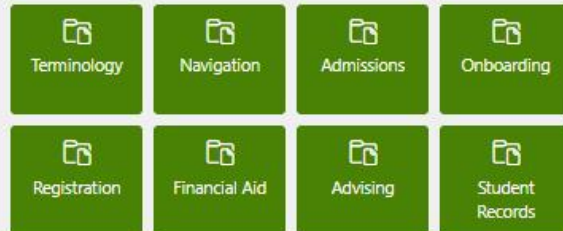**WORKDAY STUDENT**

Student Resources

Ⓒ Workday

About Workday Student

To elevate student success, NWACC is moving most of the college's student-related systems to Workday - a simple, cloud-based mobile-friendly information system. This initiative is referred to as the **Workday Student phase** where many of the tasks that students, faculty and staff perform on a regular basis will be available at any time, from anywhere, and in one place – Workday.

Learn More

Help Guides for Students

Use these helpful quick reference guides to assist you with performing tasks in Workday as a student.

🗂 Terminology	🗂 Navigation	🗂 Admissions	🗂 Onboarding
🗂 Registration	🗂 Financial Aid	🗂 Advising	🗂 Student Records

FAQs

See all

+ New ⌄   ▦ Edit in grid view   ⌁ Share   ⊞ Export to Excel

≡ All Items ⌄   ⓘ

Question ⌄	Answer ⌄
What is Workday Student?	Workday Student is a cloud-based system that enables transformation in all areas of the student experience at NWACC from recruitment, advising and graduation to the pursuit of meaningful career paths.
What will Workday Student...	Workday Student will replace Banner (student registration and courses), QLess (academic advising appointments), and Degreeworks (academic progress and planning).

NWACC & WORKDAY
Streamlining Student Success

NWACC is rolling out Workday, a cloud-based student information system, to make class registration and student tasks easier!
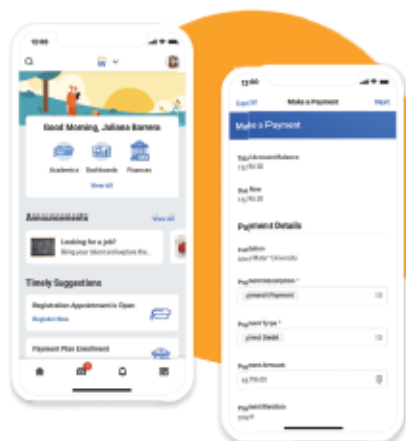
Use Workday to:

- Register for classes
- View your financial aid and bill
- View your grades and academic progress
- And more student tasks!

Get Started in Workday:

1. Login to Workday through My NWACC or the Workday app.
2. Complete onboarding tasks in Workday before you register for classes.
3. Register for summer/fall classes in Workday.

Scan the QR code to download the Workday app!

Learn More:
Check your NWACC email for Workday details.
Visit **www.nwacc.edu/Register**

NWACC
NORTHWEST ARKANSAS
COMMUNITY COLLEGE

NWACC & WORKDAY
Streamlining Student Success

NWACC is rolling out Workday, a cloud-based student information system, to make class registration and student tasks easier!

NWACC
NORTHWEST ARKANSAS
COMMUNITY COLLEGE

workday.

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workday.

NWACC & WORKDAY
Streamlining Student Success

Use Workday to:

• Register for classes
• View your financial aid and bill
• View your grades and academic progress
• And more student tasks!

Learn more:
www.nwacc.edu/AboutWorkday

Scan QR code to download the Workday app!

NWACC
NORTHWEST ARKANSAS
COMMUNITY COLLEGE

REGISTER FOR
SUMMER & FALL
CLASSES IN WORKDAY

>> Scan QR code to get started!

workday.

NWACC
NORTHWEST ARKANSAS
COMMUNITY COLLEGE

POSTCARD - Front

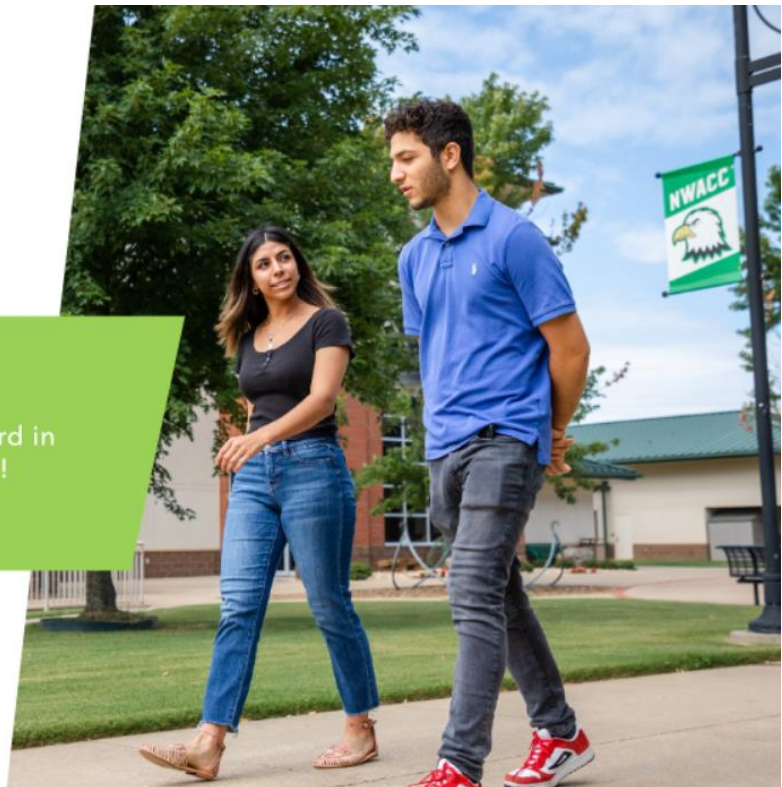**Register for
Summer & Fall
Classes**

IMPORTANT:

Current students **MUST** onboard in
Workday to be able to register!

www.nwacc.edu/Register

NWACC
NORTHWEST ARKANSAS
COMMUNITY COLLEGE

workday.

NWACC
NORTHWEST ARKANSAS
COMMUNITY COLLEGE   ONE COLLEGE DRIVE
                          BENTONVILLE, AR 72712

Non-Profit
Organization
U.S. Postage
PAID
Bentonville, AR
Permit #118

NWACC is now using Workday, a new student information system, to make class registration easier!

How to Register:
- Login to Workday through the My NWACC portal
- Complete onboarding tasks
- Register for classes now and pay later

Need help?
- Call or text 479-309-5532
- Email EnrollmentSupport@nwacc.edu

Scan the QR code
to learn more.

>> www.nwacc.edu/Register   NWACC1   @nwacc

SOCIAL POSTS

NorthWest Arkansas Community College
March 6 ·

Students! Have you heard that NWACC is transitioning to Workday, a cloud-based student information system, to make class registration and other student tasks easier? Watch your NWACC email for details! View the video for a sneak peek!
https://www.youtube.com/watch?v=YQ0ZCwCjaFU

Student
Experience

SAY HELLO TO
Workday Student

NWACC

YOUTUBE.COM
NWACC - Workday Student Experience

NorthWest Arkansas Community College
April 17 at 10:35 AM · 🌐

Students! Registration for summer/fall 2023 classes is now open! You will register through Workday, NWACC's new cloud-based student information system. Get started at www.nwacc.edu/Register. Haven't applied to NWACC yet? Visit www.nwacc.edu/Apply.

NWACC.EDU
Current Student Registration Resources | NorthWest Arkansas Community College

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NorthWest Arkansas Community College
6d · 🌐

Staying local this summer? NWACC's registration for summer classes is now open. Enroll in classes this summer to get ahead in your educational goals.
» Current student registration: nwacc.edu/register
» New student application: nwacc.edu/apply

SUMMER REGISTRATION
NOW OPEN

NWACC and Workday have partnered to streamline student success!

Link: https://www.youtube.com/watch?v=mHQw1fYSdXk

Email Subject: NWACC Utilizes Workday to Streamline Your Student Experience

Good afternoon NWACC students,

To elevate your success, NWACC is moving most student-related systems to Workday - a simple, cloud-based mobile-friendly information system. This initiative is referred to as the **Workday Student project**, where many of the Student Services tasks that you perform as on a regular basis will be available at any time, from anywhere, and in one place.

Workday Student capabilities are rolling out in milestones/phases through July of 2023. The next milestone begins in February 2023.

SNEAK PEEK: Take a sneak peek of the student experience in Workday by viewing our **demonstration video**.

You will use Workday to perform tasks like:
- Register for classes, or add or drop classes
- View your schedule
- View your bill and request a refund
- View your grades and academic progress

Say Hello to:
- A new Workday profile that serves as your one-stop for all your student tasks
- Easily search for courses using a simplified interface
- Easily view and track your academic plans and progress – in one system

Say Goodbye to:
- Cryptic language and codes to search for courses and track your progress

Key Dates for the Move to Workday

Workday Student capabilities are rolling out in milestones/phases through July of 2023.
.
- **February 27th:** You'll be able to login to Workday and complete your student onboarding tasks
    - Tasks include:
        - Set up friends and family users for your student account
        - Complete action items
        - Review and update your personal and contact information

Training & Help
To help you with the transition throughout the Workday Student roll out, NWACC will offer training sessions and open labs at both Bentonville and Washington county locations, as well as virtual assistance.

As training tools and step-by-step guides are developed, they will be housed on the college's internal Workday Student website on Microsoft SharePoint: www.nwacc.edu/WorkdayStudentResources.

Stay Informed
Be sure to stay informed on Workday progress by reading Workday emails in your NWACC inbox and visiting NWACC's internal Workday Student site on Microsoft SharePoint at www.nwacc.edu/WorkdayStudentResources.

Thank you,

Workday Student Project Team

Email Subject: Onboard in Workday

Good morning NWACC students,

NWACC's Workday Student project – the movement of the college's student–related systems to Workday – has reached another milestone!

Beginning today, you can **onboard** in Workday! You will need to onboard **before** you can register for summer/fall classes.

How to Onboard in Workday:

- Login to Workday here: https://www.myworkday.com/nwacc/d/home.htmld
    - Use same username/password that is used to log into student email
- View inbox to perform tasks such as:
    - Complete action items
    - Set up friends and family users for your student account
    - Review and update your personal and contact information
    - And others!
- Now you're all set! You'll be able to register for summer/fall classes beginning April 3rd.

Onboarding Help

- View this helpful step-by-step guide or watch this video on how to onboard.
- NWACC is offering virtual lab hours where you can stop in for Workday onboarding help:
    - March 14th:, 8 am - 12 pm and 1 pm - 5 pm: Access the virtual help on Microsoft Teams
    - March 15th, 8 am - 12 pm and 1 pm - 5 pm: Access the virtual help on Microsoft Teams
- As more step-by-step guides/videos are developed, they will be accessible on the college's internal Workday Student website on Microsoft SharePoint: www.nwacc.edu/WorkdayStudentResources.

Questions?

- Email questions to enrollmentsupport@nwacc.edu

Thank you,

Workday Student Project Team

Email Subject: Class Registration Now Open in Workday

Good morning NWACC students,

Class registration is now live in Workday! You can now register for summer/fall 2023 courses in Workday.

Please note: Since the Workday system implementation is occurring in phases, registration is now open, but the billing and financial aid functions are not yet active. An email will notify you when these are available in Workday.

How to register for summer/fall 2023 courses in Workday:

- **Log in to My NWACC to access Workday.** Once you have logged in to My NWACC, you can select the Workday login menu item on the left column.
- **Check your Workday inbox.** You should look for any outstanding tasks to be completed prior to registration. You MUST complete all ONBOARDING tasks before you can register.
    - For help with onboarding, view the Continuing Student Onboarding reference guide and video.
- **Navigate to your Workday profile.** You will click on your profile picture or the person icon in the upper right corner of the Workday application, then click the "View Profile" button.
- **Navigate to Academics.** On the blue navigation menu on the left, you will select the "Academics" option.
    - Once you have selected the "Academics" option, you can:
        - Create your academic plan
        - Register for courses from your academic plan
            - For help, follow instructions in these guides:
                - Create Academic Plan reference guide
                - Register from Academic Plan reference guide
                - Register from Academic Plan video

- If you don't have an academic plan in Workday or prefer not to create one, you can search the "Find Course Sections" and register from there.
    - For help, follow instructions in this guide:
        - Register from Find Course Sections reference guide

Registration Help:

- You can connect with your advisor for assistance by making an appointment via QLess.
- View the Workday quick reference guides and videos linked above for instructions. The reference guides are also housed on the college's internal Workday Sharepoint site.

Thank you,

Workday Student Project Team

Good afternoon NWACC students,

A friendly reminder that you can now register for summer/fall 2023 courses in Workday, if you have not done so.

How to register for summer/fall 2023 courses in Workday:

- **Log in to My NWACC to access Workday.** Once you have logged in to My NWACC, you can select the Workday login menu item on the left column.
- **Check your Workday inbox.** You should look for any outstanding tasks to be completed prior to registration. You MUST complete all ONBOARDING tasks before you can register.
    - For help with onboarding, view the Continuing Student Onboarding reference guide, video or our in-depth step-by-step guide.
- **Navigate to your Workday profile.** You will click on your profile picture or the person icon in the upper right corner of the Workday application, then click the "View Profile" button.
- **Navigate to Academics.** On the blue navigation menu on the left, you will select the "Academics" option.
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Registration Help:

- You can connect with your advisor for assistance by making an appointment via QLess.
- View the Workday quick reference guides and videos linked above for instructions.
    - The reference guides are also housed on the college's Workday Sharepoint site.

Thank you,

Workday Student Project Team

TRAINING DOCUMENTS with step-by-step instructions (screenshot below)

Apply to NWACC	Prospective Students

APPLY TO NWACC

Ready to join us at NorthWest Arkansas Community College? Follow these instructions to apply through our website. Click here to get started: www.nwacc.edu/CreditApp

Contents

RECOMMENDED DOCUMENTS

Visit http://www.nwacc.edu/Apply and select your student type for more information about the required documents you'll need to apply.

Create an Account

For the duration of the application process, you will be able to view your application process and track application tasks by creating your own individualized application site.

1. Click the **Sign In** button in the upper right.

Sign In

There's a Place for You at NWACC

Whether you plan to pursue an associate degree or certificate, transfer course credits to a four-year university, take challenging honors courses, NWACC offers life-changing higher education at a better price.

Use this page to:
- Create or log into your account (*Use blue button in right top corner*)
- Start or access your NWACC application
- Continue with the college's admissions process
- And more!