



How to Register on the NWTC Event Portal

To register for this training, you must create an NWTC account through the NWTC Event Portal. Whether you are participating in workforce development training or pursuing a degree, certificate, or course credit, your registration is part of NWTC's official college system.

Because of this, NWTC is required to collect certain personal and demographic information. This information allows the College to:

- Maintain accurate training records and transcripts
- Meet state and federal reporting requirements
- Support initiatives that promote learner success, access, and belonging
- Improve programs and services offered through workforce development

Step 1: Log In or Create an Account

- Log in to your **existing NWTC account**: events.nwtc.edu/account/login
- Or **create a new account**: events.nwtc.edu/account/register

Please note: If you are having trouble logging in or creating an account, please contact corporatetraining@nwtc.edu or call 920-498-6373.

Step 2: Creating a New Account

If you are creating a new account, you will be asked to provide the following:

Basic Information

- First Name
- Last Name
- Date of Birth
- Email Address

Create a Secure Password

Your password must meet all the following requirements:

- At least 8 characters
- At least one special character
- At least one digit (0–9)
- At least one lowercase letter (a–z)
- At least one uppercase letter (A–Z)
- At least one unique character



Step 3: Create or Link Your Organization

1. Click **"Create or Link Your Organization"** in the notification box.
2. Search for your organization using the search bar and click the magnifying glass.
 - *If you are not currently employed, you may enter your most recent employer.*
3. If your organization does not appear, click **"Create your organization."**

If Creating a New Organization, please provide:

- Company Name
 - Address
 - City
 - State
 - Zip Code
4. Once selected, click **Continue**.

Step 4: Complete Missing Attendee Details

Under **"Eligible to Register"** review any attendees listed.

1. If any attendees have an exclamation mark and **"Missing Attendee Details"** click and complete the information listed below.

Required Attendee Information

- Mobile Phone Number
- Address
- Country
- Street
- City
- State
- Postal Code

Required Demographic Information

- Sex*
- Gender Identity*
- Primary Ethnicity*
- Academic Information*
- High School*
- High School Graduation Year*

Can't find your high school?

Choose **"Unknown."** If you earned a GED or were homeschooled, select **"Unknown"** or the option that best matches your experience.

Don't have a high school graduation year?

If you earned a GED or did not complete high school, please put the year you turned 18 in place of high school graduation year.



* **Why this information is required:** These fields support college-wide initiatives focused on student success and belonging. Your individual responses are only viewable by you. NWTC reviews demographic data only in aggregate form (percentages and category totals).

2. Click **Submit**.
3. Once completed, your status will change to a checkmark, indicating your registration is ready to continue.

Please note: If you are registering more than one person, you will need the above information for each attendee.

Step 5: Review and Submit Registration

1. Click **Continue**.
2. Review your registration details.
3. If you have a **promo code**, enter it on this page.
4. Click **Next**.

Step 6: Payment

- Enter your payment information.
 - Accepted cards: **Visa, MasterCard, American Express, and Discover**
- Click **Pay**.

Confirmation

After payment:

- You will see a **Thank You** confirmation screen.
- A **confirmation email** will be sent to you.

Your registration is complete.

If you are having trouble completing your registration or creating an account, please contact:

NWTC Corporate Training & Economic Development
920-498-6373 | corporatetraining@nwtc.edu

