

## Updating Identity and Contact Information

This process will walk you through how to update your personal identity and contact information in student planning. Not all areas can be updated using student planning

Student planning can be accessed through your myCWI account. Log into your myCWI with your user name and password.

<https://my.cwi.edu>

Select “My Toolkit”



From the home screen choose “user options” using the column on the left.

Select “User Profile”

TEST  
CWI

\*\*\*\*TEST Self-Service Environment\*\*\*\*

Hello, Welcome to Colleague Self-Service!  
Choose a category to get started.

Notifications

Title	Details
Enroll in CWI 101	You are required to take CWI 101 your first semester below for more information.

Student Finance  
Here you can view your latest statement and make a payment online.

Tax Information  
Here you can change your consent for e-delivery of tax information.

This screen allows you to update your contact information, including your address, phone number, and email.

Personal identity can also be updated from this screen.

[Edit Personal Identity](#)

This form is used to change your mailing address, phone numbers and email addresses.

Requests for address changes may take up to one week to process. Please note changes will not be reflected on this form until processing is complete.

If you are a student and need to change your legal address (with changes that could affect your residency status such as moving to a different county or state), please complete a Residency Redetermination Form. Please note, if you are an employee and a student, any changes made will be reflected on both your student account and your employee account.

If you are a benefit-eligible employee, please click [here](#) for a list of health insurance and retirement agencies to contact regarding your address change.

Addresses

Last Confirmed On: 12/23/2020  
Click to confirm that the address(es) below is accurate as of today. [Confirm](#)

[+ Add New Address](#)

Address	Type	Preferred	Remove or Edit
19150 Kenney Way, Caldwell, ID 83605	Home/Permanent	✓	

Email Addresses

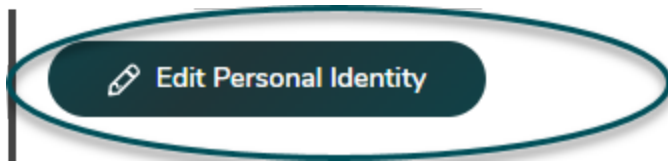
Last Confirmed On:  
Click to confirm that the email(s) below is accurate as of today. [Confirm](#)

[+ Add New Email](#)

Email	Type	Preferred	Remove or Edit
piperskoglund@cw.edu	College of Western Idaho	✓	

## PERSONAL IDENTITY

Select “edit personal identity”



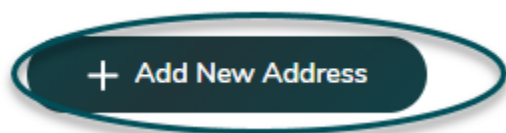
A pop up box will appear with a drop down offering preferred pronouns. Select your desired pronouns and choose save.

A screenshot of a "Identity Details" pop-up box. The box has a title bar with "Identity Details" and a close button (X). Below the title bar, it says "View your Personal Identity preferences." and "Preferred Pronoun" with an information icon (i). A dropdown menu is open, showing four options: "She/Her/Hers", "He/Him/His", "They/Them/Their", and "Use my name as pronoun". A blue "Save" button is located at the bottom right of the pop-up box.

## UPDATING ADDRESS

Adding a new address or editing your address requires verification, therefore the change does not take effect immediately. The change can take 5-7 business days to be completed.

To add a new address choose the “add new address” button



A pop up box will appear. Complete all required boxes and choose the “add address” button

Enter Address Details ✕

Outside US/Canada

Address Line 1 \*  
1234 Main st

Address Line 2

City \*  
Caldwell

State/Province \*  
Idaho

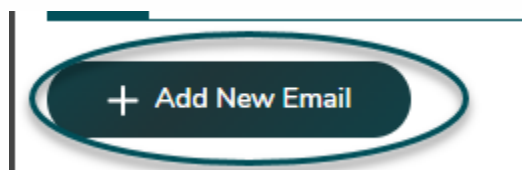
ZIP/Postal Code \*  
83605

Type  
WEB Obtained

Cancel Add Address

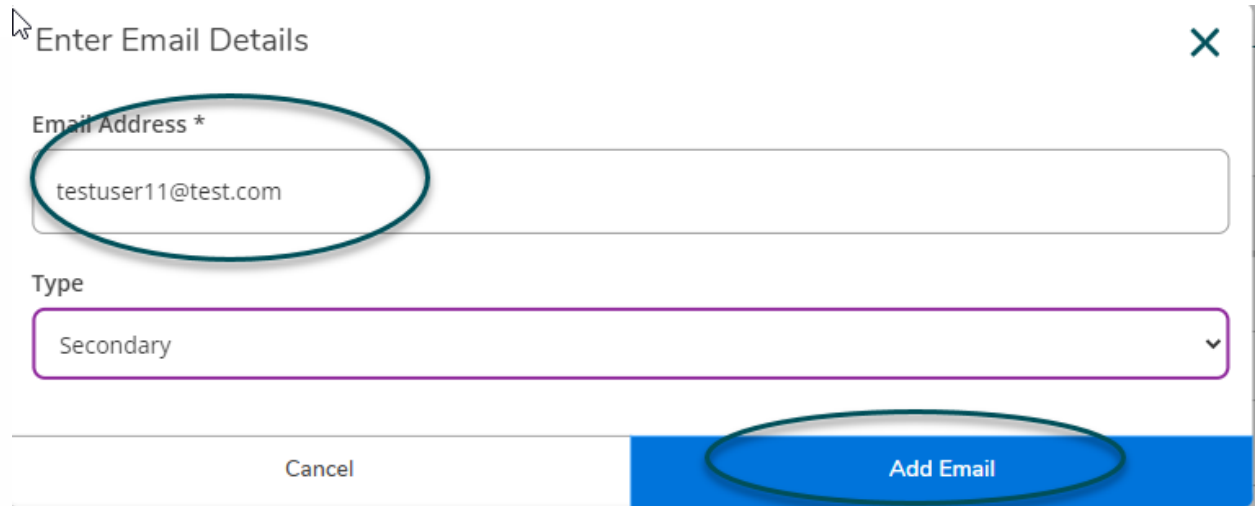
## UPDATING EMAIL

Select the “add new email” button



A pop up box will appear. Enter new email address. Use drop down to select email type. Select add email.

Student emails cannot be adjusted through the user profile.



Enter Email Details

Email Address \*

testuser11@test.com

Type

Secondary

Cancel Add Email

You can update or delete the current personal or secondary email by selecting the pencil box or X. After selecting the pencil a pop up will appear allowing you to edit the information.

testuser11@test.com

Secondary



## UPDATING PHONE NUMBER

Select “add new phone”



A pop up box will appear. Add new phone number, extension if appropriate, and the type of number. Select “add phone”

### Enter Phone Details ✕

Phone Number \*

Extension

Type

Cell Phone ▾

Cancel Add Phone

You can update or delete the current personal, cell, or secondary phone number by selecting the pencil box or X. After selecting the pencil a pop up will appear allowing you to edit the information.

Cell Phone



Campus