



Everyone - Updating Personal Information (for RAVE)

Created: 2/22/18

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Operating System / Version: Any

Application / Version: Colleague 5.1

Hardware Version: NA

Summary: How to update personal email and phone information in Colleague, using Self Service Tools in MyCWI

***IMPORTANT – To receive CWI Alert texts, you MUST have a **cell phone** number in your personal information, and it MUST be identified as **Cell Phone** in myCWI self-service tools.**

Steps-to-update personal information in MyCWI:

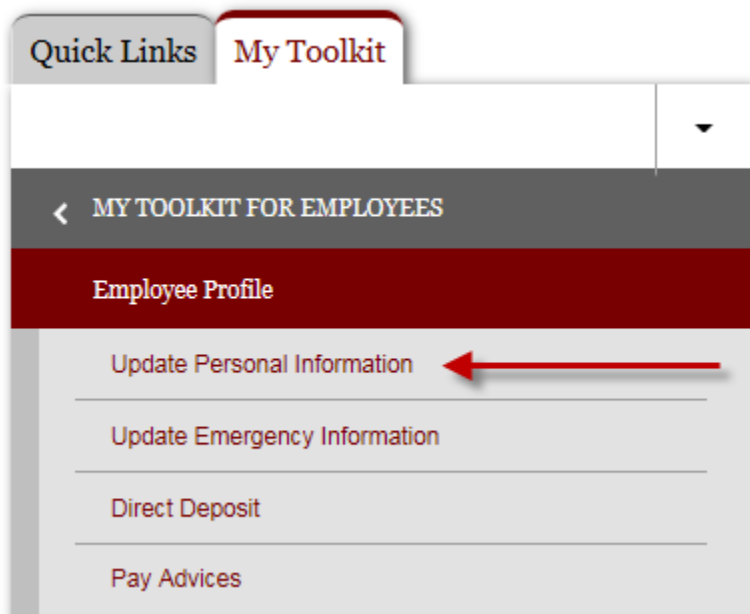
- Log into MyCWI
- Click on the **My Toolkit** tab
- Click on **MY TOOLKIT FOR EMPLOYEES, or STUDENTS**



Click on **Employee Profile** (not needed for STUDENTS)




Click on **Update Personal Information**





To add a personal email, click on the + **Add new email**

Email Addresses

 Last Confirmed On: 8/9/2019
Click to confirm that the email(s) below is accurate as of today. **Confirm**

+ Add New Email



Email	Type	Preferred	
marshalljewell1@cwledu	College of Western Idaho	✓	
	Personal		 
marshalljewell1@my.cwi.edu	Student Email - CWI		


- Enter the email address
- Use the drop down menu to select **Personal**
- Click **Add email**

Enter Email Details ✕

Email Address *

Type

Cancel  **Add Email**



To add / update cell, or home phone numbers, click on the **+ Add New Phone**

Edit/delete existing numbers by clicking on the X or pencil on the right.

Phone Numbers

i Last Confirmed On: 8/9/2019
Click to confirm that the phone(s) below is accurate as of today. Confirm

+ Add New Phone

Phone Number	Type	
208-	Cell Phone	 

- Enter the phone number
- Use the drop down menu to select the type of phone being added
- Click **Add Phone** to save


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Enter Phone Details ×

Phone Number *

Extension

Type

Cell Phone 

Cancel  Add Phone