

CWI Faculty FAQ Cheat Sheet

As an instructor at the College of Western Idaho, you will access multiple systems as you work with your courses and students. The College of Western Idaho is working toward a single-sign on procedure. At this time, because of our accreditation partnership with the College of Southern Idaho, the primary web-based system for student records and registration is **MyCSI**. This system has a **different** login than your CWI employee login. See below.

How Do I Know Which Login to Use?

MyCSI – College of Southern Idaho (CSI) Portal

<https://mycsi.csi.edu/ics>

Access Class Lists, Grade Your Courses
Online, Submit Attendance Verification,
View Course Evaluations

Use **MyCSI ID** and Password

myCWI – CWI Portal

<https://mycwi.cc>

Access Web-Based CWI Email and CWI
Employee Resources

Use **CWI Login** and Password

Blackboard -

<http://blackboard.cwidaho.cc>

Online Learning Management System

Use **CWI Login** and Password

What is My Login?

MyCSI

Your MyCSI ID: **123456**

Password: Default PW is 8-digit

DOB mmddyyyyy

myCWI and Blackboard

Your CWI Login is provided to you upon
your hire. For more details go to ->

[http://www.cwidaho.cc/information-
technology/accounts.php](http://www.cwidaho.cc/information-technology/accounts.php)

How Do I Get Help?

If you need help navigating MyCSI, check the Instruction page on the myCWI portal for help documents.

If you are experiencing a problem with either login or any technology on campus, please contact the CWI Help Desk at: <http://helprequest.cwidaho.cc>

IMPORTANT: For the quickest response time, DO NOT contact the CSI Help Desk. Support for CWI faculty is always routed back to the CWI Help Desk.

<http://helprequest.cwidaho.cc>

CWI Faculty/Staff

Information Technology

Quick Reference Guide



Urgent Issues Helpline: 562-3444

Monday - Thursday: 8 am – 9 pm

Friday: 8 am – 5 pm

Saturday: 9 am – 5 pm

Non-urgent requests submitted through the
online website <http://helprequest.cwidaho.cc>

College of Western Idaho

<http://helprequest.cwidaho.cc>

CWI Account Access Information:

Each user will have one username and password for logons onto lab PC's, Blackboard and MyCWI portal. The account is as follows:

Username = **FirstName+LastName**

Password = **First letter of your First name in CAPS + First letter of your Last name in CAPS + "logon" in lower-case letters + last 4 digits of your SSN , if you don't have a SSN, then use the last 4 digits of your MyCSI ID number**

Example: John Smith, Social Security Number 123-45-6789

Username: johnsmith

Password: JSlogon6789

Network Storage: H: (Personal Drive 150 MB)

Network Printers: <http://printers>



College of Western Idaho Links

Blackboard: <http://blackboard.cwidaho.cc>

BB Training Resource: <http://ondemand.blackboard.com>

Web Email Accounts: <http://mail.cwidaho.cc>

CWI Library: <http://cwidaho.cc/library>

MyCWI Portal: <https://mycwi.cc>



College of Southern Idaho Links

MyCSI: <https://mycsi.csi.edu>

Course Evaluations: <https://evaluation.csi.edu/>

CSI Library: <http://www.csi.edu/library/>

Services Offered:

Help Desk

- Telephone
- Hardware and software for CWI computers
- Warranty support for CWI computers
- New computer and peripheral purchases
- Remote email, VPN and application support
- Computer support
- Email support on mobile devices
- Printer installation support

Telephone

- Web configuration for Cisco phones
- Voicemail services
- Network connectivity requests
- New phone requests

Wireless Access

- Wireless Network ID = CWI-EMPLOYEE
Logon details are here:
<https://mycwi.cc/it/hp/Pages/hd.aspx>
➔ Select Employee Wireless Access

AV Support

- Projectors
- Sound support
 - Speakers
 - Microphones
 - Assisted Listening Devices
- Video Conferencing
- Photography
- Videography