

FIND STUDENT ID

UPDATE STUDENT PROFILE



[STEP 1] Log in to myCWI.

- ▶ Visit my.cwi.edu.
- ▶ Log in with your username & password. Username is first name + last name (example: johnsmith).



If you are logging in to myCWI for the first time, or if you forget your password, go back to page 2 of this Strong Start Guide, and return to these directions once you have reset your password.

FIND CWI STUDENT ID

1. Click on "My Toolkit" (top right).
2. Click on "User Options" on the far left menu (person icon), and then click on "User Profile."
3. Your CWI student ID number is located beneath your photo.

UPDATE STUDENT PROFILE

1. Click on "My Toolkit" (top right).
2. Click on "User Options" on the far left menu (person icon), and then click on "User Profile."
3. Review the information, and make updates as necessary.
4. If your name or address are incorrect, please contact our Dual Credit office.

CREATE/RESET YOUR CWI PASSWORD

[STEP 1] Visit logonhelp.cwi.edu.

Click "ENROLL", and enter your username and password.

You only need to enroll once. If you have previously enrolled with this Logon Help system, please skip to STEP 2.

- ▶ **Username:** first name+ last name (example: johnsmith)
- ▶ **Password:** If this is your first time logging in, your temporary password is First Initial Capitalized + Last Initial Capitalized + "logon" in lower-case letters + last 4 digits of your Social Security Number (SSN) (example: JSlogon1234).

If your SSN was not provided for registration, please use the last 4 digits of your CWI student ID. If you do not know your student ID number, or receive an error message, contact the Help Desk to reset your password at 208.562.3444.

- ▶ Create security questions, and click "FINISH".

[STEP 2] Go back to logonhelp.cwi.edu.

Click "RESET PASSWORD", and enter your username.

- ▶ **Username:** first name + last name (example: johnsmith)
- ▶ Answer security questions.
- ▶ Create new password, and click "FINISH".

[STEP 3] Visit my.cwi.edu.

Log in to your myCWI account with your username and password.