



Everyone - Changing CWI Account Password

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Operating System / Version: N/A

Application / Version: N/A

Hardware Version: N/A

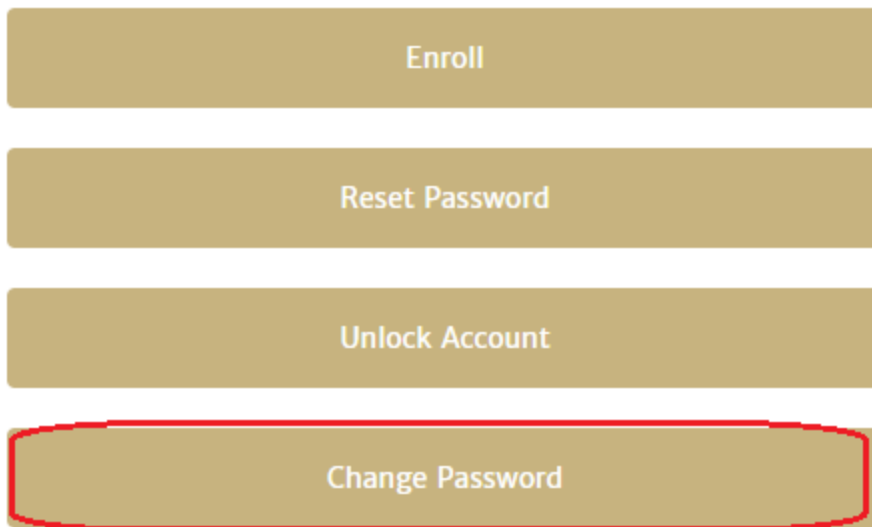
Summary: Your CWI account grants you access to MyCWI, Blackboard, and your CWI email.

NOTE: Please be aware that if you do not know your password you will need to call the Help Desk at 208-562-3444 so they can reset your password for you. You can only change your password if you know your current password or if you've previously signed up for the password reset service.

Also, note that when you update your CWI password, you will also need to update any computing device that may be using your old password to sign in to CWI apps. These devices include, laptops, tablets and mobile phones. With these devices, you would have some point used them to access your CWI email accounts and or the CWI WIFI. Any apps on your devices that you use to access CWI email and WIFI (and possibly other accesses) that store your passwords must be updated with your newest password or they will continue to attempt to sign in with the old, incorrect password and will inevitably lock your account. ** 5 failed login attempts result in your account being locked out for 30 minutes.

Steps-to-Take:

1. If you know your current password but would like to change it, go to logonhelp.cwi.edu and click 'Change Password'



2. Enter your username, your current password in the 'old password' box and the new password you'd like to change it to in the 'new password' and 'confirm password' box. If your current password is set to the default its capital first and last initial + 'logon' + last 4 digits of SSN. Click Next.

Change Password

Please enter your username and current password. Then select and confirm a new password.

Your new password:


- Must **not** contain your name
- Must **not** contain any spaces
- Must **not** be a previous password
- Must be at least 8 characters
- Must use at least 3 of the 4 following character types:
 - *Uppercase letter*
 - *Lowercase letter*
 - *Number*
 - *Special character*

Username:

Old password:

New password:

Confirm password:

 Match 

I'm not a robot



reCAPTCHA

[Privacy](#) - [Terms](#)

Next

Cancel

Additional Notes:

1. Be aware that your school work is heavily dependent on your uninterrupted access to Blackboard. Do not wait until test day to change your password. That way if you have problems you still have time to contact the Help Desk to get your password reset in time to get your schoolwork done.
2. It will take from 1-5 minutes for your password change to update on Blackboard. That means if you immediately try to logon to Blackboard with your new password and it doesn't work you may need to wait a 5 minutes before attempting to logon.