

How to: Manage your Financial Aid in myCWI

Achieve More

GETTING STARTED WITH MYCWI

Students use myCWI to access their account in order to add/drop classes, pay tuition, or access financial aid. To start, go to www.myCWI.cc or access myCWI from www.cwidaho.cc. Then use your username and password to log in.

NEW TO THE COLLEGE OF WESTERN IDAHO?

See the New Student Guide for help: <http://www.cwidaho.cc/current-students/new-student-guide>.

ACCESSING MY TOOLKIT

Once you've logged into myCWI, select My Toolkit for Students, located in the right hand side menu.



CHECKING REQUESTED DOCUMENTS

1. In the My Toolkit menu, select the Financial Aid menu.
2. Select the My Documents menu.
3. Here you can view the list of documents and their statuses (received, not received, waived, or incomplete).

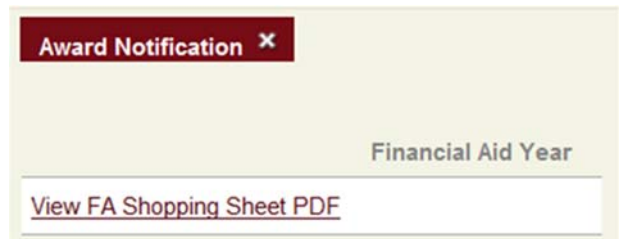
NOTE: Financial aid documents will be requested once the College of Western Idaho has received your FAFSA for the appropriate academic year.



Description	Status	Status Date	Due Date	Requesting Office
14-15 Clarify Degree Program	Received	08/25/14		Financial Aid
14-15 Federal Aid App (FAFSA)	Received	03/07/14		Financial Aid
14-15 Financial Support Wksht	Not Received			Financial Aid
Document Food Stamp Benefit	Received	08/25/14		Financial Aid
Studnt/Spse 2013 Fed Tax Trans	Received	08/25/14		Financial Aid

VIEWING YOUR AWARD NOTIFICATION

1. Once all of your requested documents are received you may have an award notification.
2. In the My Toolkit menu, select the Financial Aid menu.
3. Select Award Notification.
4. Select the appropriate academic year, if more than one year is available.



5. If you have been awarded, your awards will be detailed here.

NOTE: This is not where you accept/decline your awards. To accept/decline your awards, see "Accepting/Declining Your Financial Aid Awards."

6. For help understanding your award notification, go to: <http://cwidaho.cc/current-students/your-cwi-financial-aid-award-notification>.

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VIEWING YOUR AWARDS BY SEMESTER/YEAR

1. In the My Toolkit menu, select the Financial Aid menu.
2. Select Financial aid status by year if you want to view your yearly awards or select Financial aid status by semester if you would like a list of awards by semester.

NOTE: This is not where you accept/decline your awards. See “Accepting/Declining Your Financial Aid Awards” to accept or decline.

REDUCING A STUDENT LOAN AMOUNT

1. In the My Toolkit menu, select the Financial Aid menu.
2. Select Reduce my Student Loan Awards.
3. Select the appropriate academic year.
4. Beside the current loan amount, you should see a box that says “New Amount.”
5. If you have been awarded and the loan displays in myCWI as pending, you may indicate an amount that is lower than the listed amount. Once you enter an amount and hit Submit the new reduced amount will be ready to be accepted.

Note: If you have already accepted your loan in myCWI and would like to reduce the amount from what was accepted, contact One Stop Student Services.

ACCEPTING/DECLINING FINANCIAL AID AWARDS

1. In the My Toolkit menu, select the Financial Aid menu.
2. Select Accept or reject my financial aid awards.
3. Select the appropriate academic year. If you have been awarded, this screen will show your awards. You may accept or reject all under the “Action to Take on All” drop down menu or you may accept or reject your awards individually near the bottom where it lists each award separately.

Note: The awards you are accepting are an estimate for the full academic year. To see the semester break down, go to “Financial aid status by semester”.

4. Hit the Submit button once you have made your selections in order to complete the process.

Change Amount Requested ✕

BACK ?

Year: 2014-15 Academic Year

MAXIMUM SUBSIDIZED LOAN LIMIT \$3500

Award	Description	Current Loan Amount	New Amount
SUB	Federal Direct Subsidized Loan	500	<input type="text"/>

Total Current Subsidized Amount \$500

MAXIMUM UNSUBSIDIZED LOAN LIMIT \$6000

Award	Description	Current Loan Amount	New Amount
UNSUB	Federal Direct Unsubsidized Loan	1000	500

Total Current Unsubsidized Amount \$1000

Total Current Loan Amount \$1500

SUBMIT

Accept/Reject FA Awards ✕

BACK

FA Year 2014-15 Academic Year

This is your current Award package:

Award	Description	Award Amount	Current Status
SUB	Federal Direct Subsidized Loan	\$500.00	Pending
UNSUB	Federal Direct Unsubsidized Loan	\$1,000.00	Pending
Total for year		\$1,500.00	

Action to Take on All:

The following are awards you may accept or reject. You may act on all of them at once by using the "Action to Take" dropdown menu or you may act on each individual award below.

Award	Description	Award Amount	Current Status	Action to Take
SUB	Federal Direct Subsidized Loan	\$500.00	Pending	<input type="text"/>
UNSUB	Federal Direct Unsubsidized Loan	\$1,000.00	Pending	<input type="text"/>

SUBMIT

BY ACCEPTING FINANCIAL AID: You are agreeing to accept and fulfill all terms and conditions set by federal, state, and the College of Western Idaho regulation/policy.

Be sure to review the [Financial Aid Terms & Conditions](#) each year, for detailed information.