

# LOG IN TO YOUR STUDENT ACCOUNT & EMAIL



## [STEP 1] LOG IN TO YOUR STUDENT ACCOUNT

1. Visit [my.cwi.edu](https://my.cwi.edu).
2. Log in with your username and 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, please skip to the next page, and return to these directions once you have reset your password.*

## [STEP 2] LOG IN TO YOUR CWI EMAIL

1. Visit [portal.office.com](https://portal.office.com).
2. Bookmark this page as you will be checking this email regularly.
3. For your Microsoft Office 365® ID, enter your CWI email address.
  - ▶ Username: firstnamelastname@my.cwi.edu (example: johnsmith@my.cwi.edu)
  - ▶ Password: Use the same password as myCWI.
  - ▶ Click on Outlook (far left menu) to access your inbox.

# CREATE/RESET YOUR CWI PASSWORD

## [STEP 1] Visit [logonhelp.cwi.edu](https://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](https://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](https://my.cwi.edu).

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