



Everyone - Updating Personal Information (for RAVE)

Created: 2/22/18

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Last updated: 11/10/2021 by Mary Chapman

Operating System / Version: Any

Application / Version: Colleague 5.1

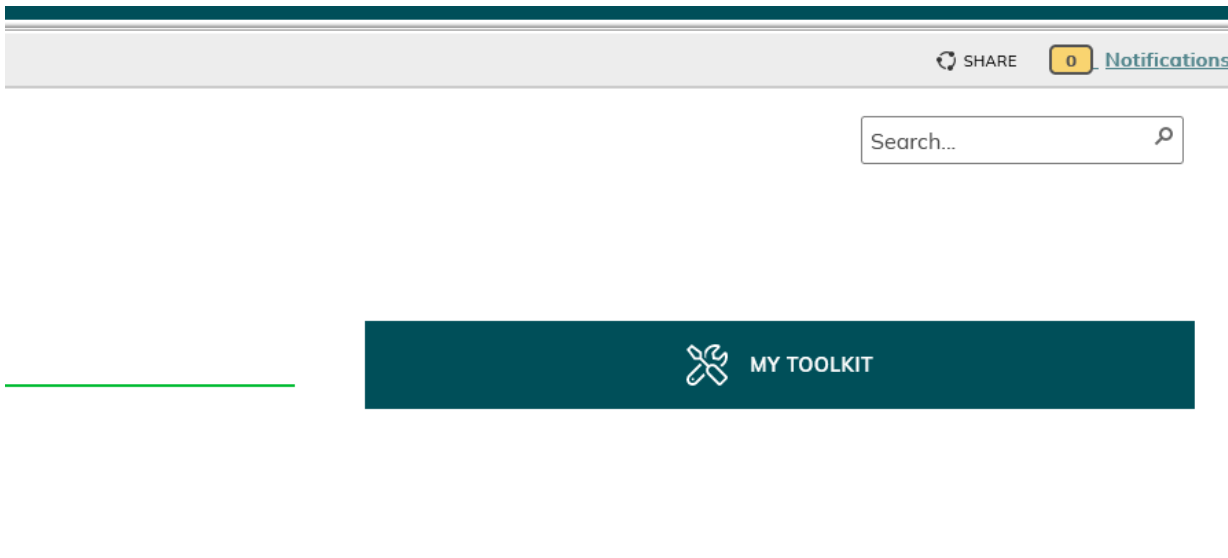
Hardware Version: NA

Summary: How to update personal email and phone information in Colleague, using Self Service Tools in MyCWI

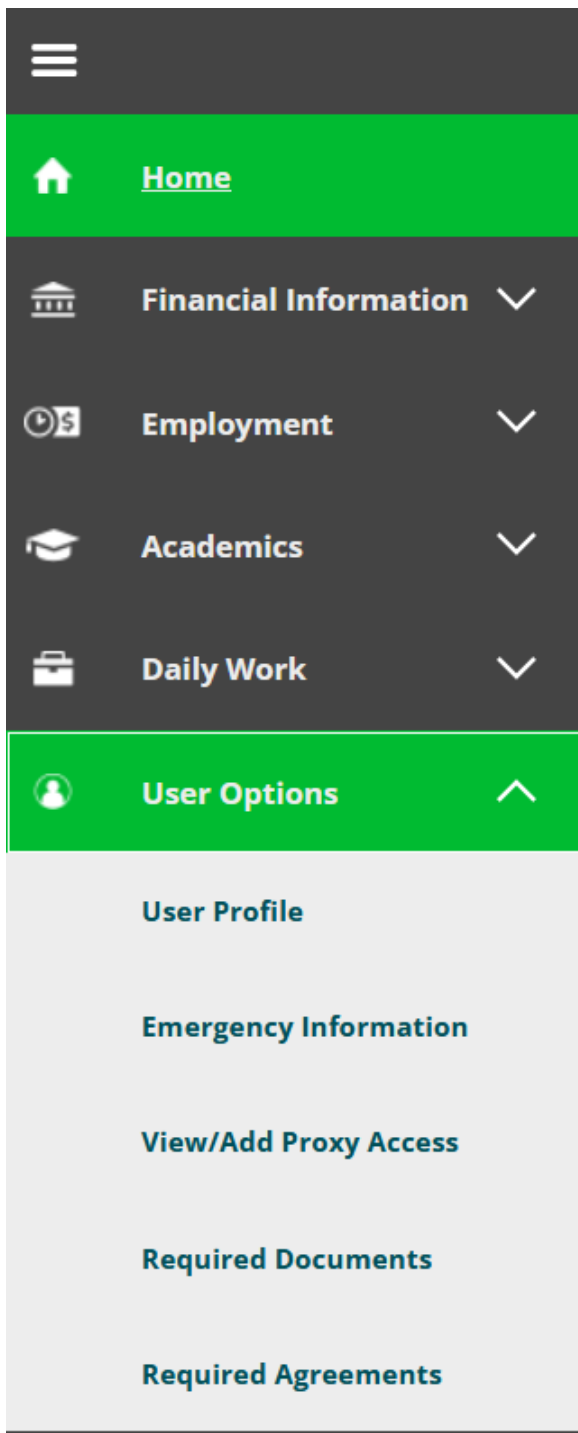
***IMPORTANT – To receive CWI Alert texts, you MUST have a **cell phone** number in your personal information, and it MUST be identified as **Cell Phone** in myCWI self-service tools.**

Steps-to-update personal information in MyCWI:

- Log into MyCWI
- Click on **MY TOOLKIT** button



Click on **User Options** then on **User Profile**.





To add a personal email, click on the **+ Add new email**

Email Addresses

Last Confirmed On: 10/21/2021
Click to confirm that the email(s) below is accurate as of today. Confirm

+ Add New Email


Email	Type	Preferred	Remove or Edit
marychapman@cw.edu	College of Western Idaho	✓	
	Personal		 
marychapman@my.cwi.edu	Student Email - CWI		


- Enter the email address
- Use the drop down menu to select **Personal**
- Click **Add email**

Enter Email Details

Email Address *

Type



Personal 

Cancel  Add Email

To add / update cell, or home phone numbers, click on the + Add New Phone

Last Confirmed On:
Click to confirm that the phone(s) below is accurate as of today. Confirm

+ Add New Phone

Phone Number	Type	Remove or Edit
208	Cell Phone	 

Edit/delete existing numbers by clicking on the X or pencil on the right.

- Enter the phone number
- Use the drop down menu to select the type of phone being added
- Click **Add Phone** to save

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Enter Phone Details ×

Phone Number *

Extension
Type

Cell Phone →

Cancel → Add Phone