STUDENT PLANNING

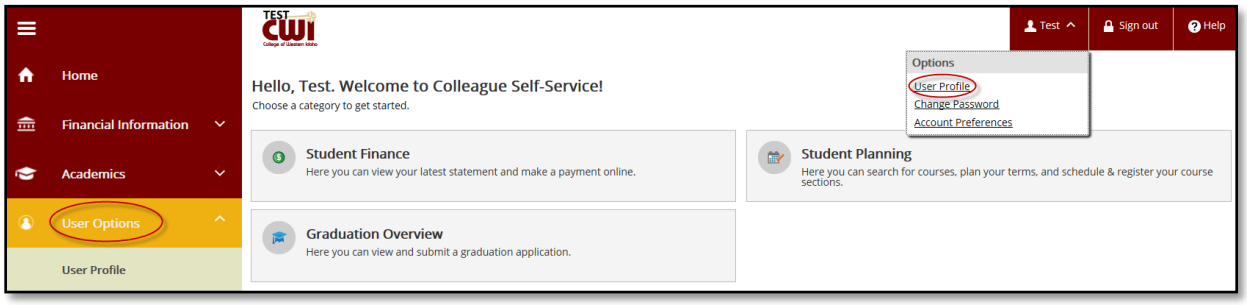
UPDATING YOUR CONTACT INFO

This handout will show the step-by-step process on how to update your contact information (address, phone and email) in Student Planning.

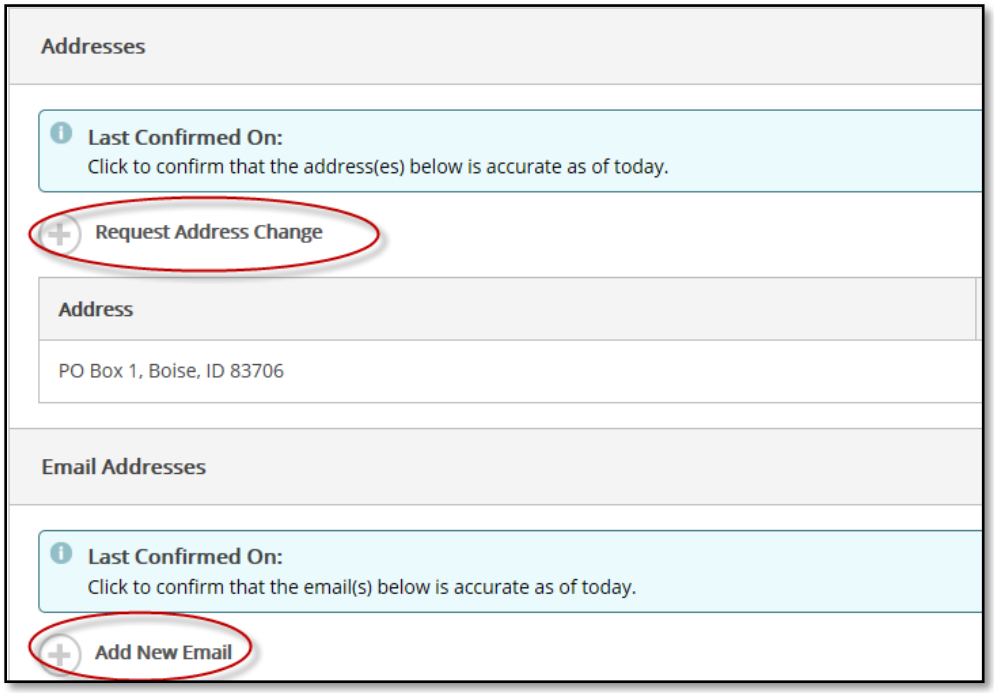
To begin, access Student Planning located within myCWI.

Log into Student planning using your regular username and password. Remember, your username is always lowercase.

Click on your name in the top right corner or on the person icon in the left column and select User Profile.



To add new information, click the plus sign under the field you wish to change.



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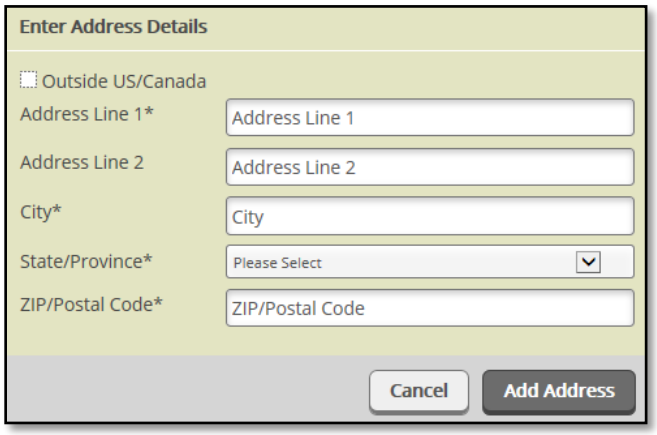
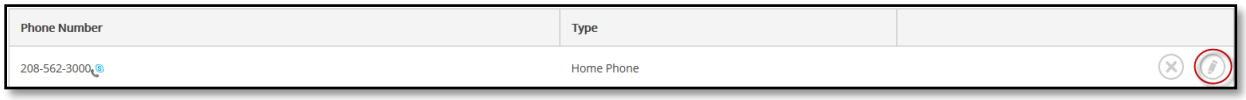
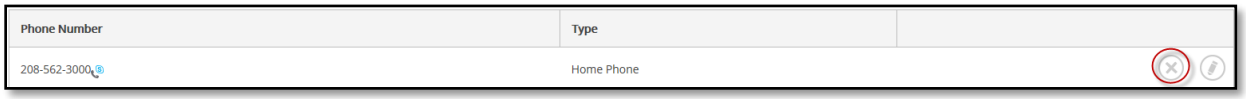
A pop up will appear. Fill in all required information and use the gray button on the bottom left to complete.



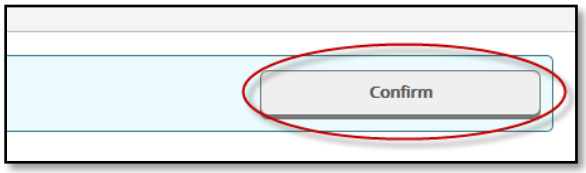
To edit existing information click on the pencil icon. A pop up menu will appear showing the existing information. Update any incorrect information. Please ensure that all required fields are completed.



To delete incorrect information click on the X.



A pop up will appear confirming that you do want all information in that area deleted.

Click “Yes” or “Cancel”.

Once all information has been updated, edited, or deleted click on confirm to save all changes.