

Flex Lab Scheduling Instructions

Step 1: Think carefully about your schedule and compare that to the options for your flex lab. You can access the Flex Lab Schedule at <http://cwidaho.cc/current-students/flexible-science-lab>

227 Flex Lab Summer 2016 - TENTATIVE
Students will need one block Tuesday or Wednesday PLUS one block on Thursday or Friday.

Tuesday		Wednesday		Thursday		Friday		Saturday	
Block	Instructor	Block	Instructor	Block	Instructor	Block	Instructor	Block	Instructor
11:00 am-1:00 pm	Marlaine Nelson	11:00 am-1:00 pm	Jim Trapp	11:00 am-1:00 pm	Marlaine Nelson	11:00 am-1:00 pm	Jim Trapp		
		1:30 pm-3:30 pm	Jim Trapp			1:30 pm-3:30 pm	Jim Trapp		
		4:00 pm-6:00 pm	Charlie Forsythe			4:00 pm-6:00 pm	Charlie Forsythe		



Step 2: Enter the CWI AccuTrack Web Gateway at <http://lifescience.cwidaho.cc/webGateway/>

Step 3: Enter your full Student ID (including any leading zeros) and your password. Your password is set to your date of birth. Use MMDDYY as the format without spaces, dashes or other punctuation.

Log in to Web Gateway

Enter your Student ID and password to log in

Lab To Login * LS - (Lab: DEFAULT)

ID * 1000009

Password * *****

Log in

Forgot your password?



Step 4: Click Appointments and then Create Appointment Student

Step 5: Select My Courses, confirm your course is listed in line two and click Next.

Appointments

My Courses

2016SU-BIOL-227L-001 Hum

Next

Select Lab Seat

Activity Selected: 2016SU-BIOL-227L-001 Human Anat & Phys 1 Lab

Select a Lab Seat value to check availability. Optionally you can narrow down the From and To dates and then click Refresh to update an appointment.

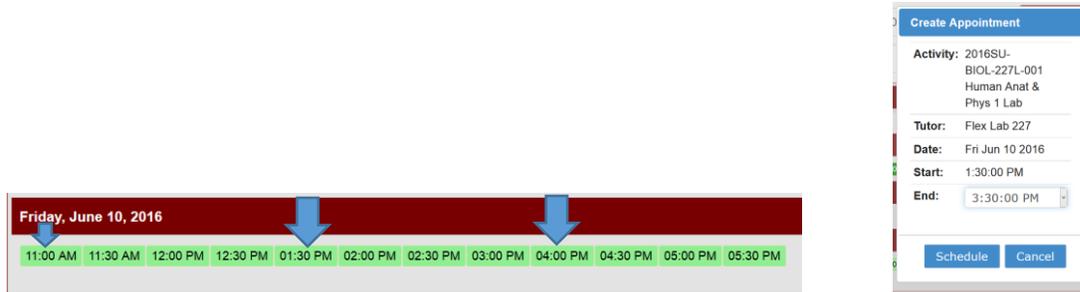
From Mon, 6 Jun 2016 To Fri, 10 Jun 2016 Refresh

Select Lab Seat Flex Lab 227

Flex Lab Scheduling Instructions

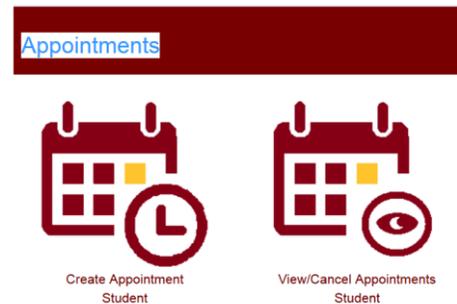
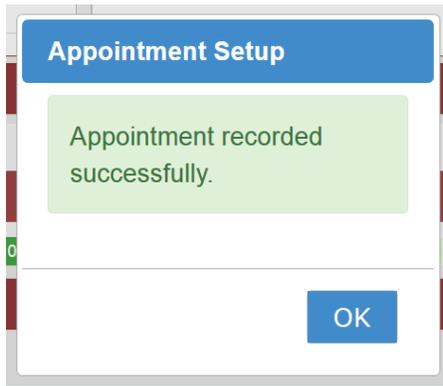
Step 6: Select From and To dates (recommend one week at a time), select a lab seat, and click Refresh.

Step 7: Click on the first half-hour box of a two hour block. If a block is already full it will no longer appear on the page.

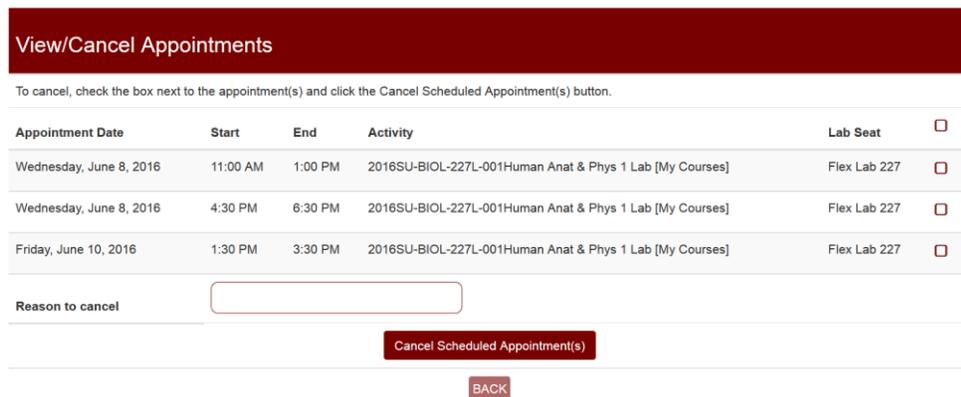


Step 8: Review the appointment times and click Schedule.

Step 9: Receive confirmation message and click OK.



Step 10: Begin process over to sign-up for additional lab blocks. You can also view and cancel appointments by clicking on View/Cancel Appointments Student.

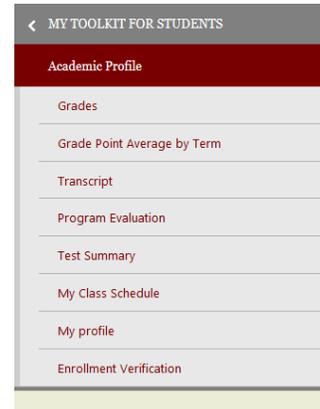


Flex Lab Scheduling Instructions

Notes: Sign up early to ensure the best selection of lab blocks. Come to lab prepared so you don't have to reschedule at a time that doesn't work well for you. Confirm your schedule each week.

More Help: If the system doesn't work for you the way these notes describe try the following steps to troubleshoot your access:

- Confirm that you are enrolled in the course for which you are trying to add the lab. Go to myCWI and access your student schedule.
- Wait 12 hours after you've made a change to enrollment for all systems to be updated with the new information.
- Reconfirm that you are entering a complete Student ID number and your birthday as it appears in the registration system.



- After you've done all these steps, please contact the CWI Help Desk. We've added a link on the AccuTrack Web Gateway page. A sample Help Desk Ticket is included below.

Need more help?

• Need more help: If you have confirmed your registration for the course, and have carefully read the instructions for logging in, but still cannot access the system, please submit a Help Desk Ticket.

[CWI Help Desk »](#)

Help Request

Request Type:

Subject:

Request Detail:

Hello,
 My name is <student> and I cannot access the A&P Flex Labs in the Web Gateway. I am enrolled in BIOL 227 for Summer Semester. My Student ID is <seven digit ID> and my DOB is <MMDDYY>. Please email me at <studentname>@mycwi.cc with more information.

Attachments: