



Central  
Washington  
University

# CWU College in the High School

## Next Steps for Students and MyCWU

### Watch your mailbox

**IMPORTANT!** Your Username and ID number will arrive via USPS and email when you register the *first* time as a new CWU student. Use the information to set up your MyCWU Account online. Familiarize yourself with the MyCWU website, especially the Student dashboard. *Keep that letter in a secure place for future reference.*

### Log in and use MyCWU

When you log in, you will have access to

- Verify your enrollment
- Associated fees (if any) and online payment option
- Check your grades
- Additional perks (library, tutoring, etc.)
- Confirm and update your contact information
- Order a transcript & start the credit transfer process

### Establish your role

You have the responsibility for communicating with us, not your parent/guardian. Family Educational Rights & Privacy Act (FERPA) requires CWU to regard all enrolled students as adults and that we discuss personal information with *only* the student involved, unless written permission is received.

You can choose to designate a parent/guardian as an “Authorized User” on your account. This would enable them to log in, access your account and pay the bill online. They won’t have access to academic records or other personal information.

### What if...

**“I can’t remember how to log in to MyCWU” or “I forgot my username”**  
**[www.my.cwu.edu](http://www.my.cwu.edu) > *sign in* (upper right) > *forgot your password?*** This link will give you options for changing your password, recovering an account and more help. IS Service Desk can be reached at (509) 963-2001 or [www.cwu.edu/its/](http://www.cwu.edu/its/)

**“I want/need to withdraw”** Check the deadline. <https://www.cwu.edu/college-hs/withdrawal-policy-and-deadlines>

Contact us, or have your teacher contact us, in writing, before the deadline. Be aware that any unpaid class fees will be due, even if you withdraw.

**“I want to pay my bill”** Log into MyCWU > At the top click Student -> Click Financial on the menu on the left -> Click Make a Payment and follow prompts. to pay online or add an authorized user, or mail a check to the address below (include your student ID number on the check). We cannot receive payments over the phone. **“When is payment due?”** Generally, bills go out in the mail the first week of every month. The due date will be on the bill.

**“I want to transfer credits”** Instructions, links, and additional content about preparing for college are at [www.cwu.edu/college-hs/preparing-college](http://www.cwu.edu/college-hs/preparing-college)

### High School Partnerships

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