What is MyCWU?

MyCWU is our new, dynamic information portal at Central. Through MyCWU, I can access all the information I need to conduct "business" at CWU.

How do I access MyCWU?

- I go to the CWU homepage at [www.cwu.edu](http://www.cwu.edu), and then I click on the MyCWU link toward the top, right-hand side of the page.
- I see MyCWU Communication page.
- To log into MyCWU dashboard, I click on the Sign In link at the top of the Communication page.
- I enter my Novell username and password on the Sign In page.
- MyCWU dashboard displays!

What should I know about MyCWU?

- MyCWU dashboard contains links and information categorized into pagelets. I can personalize my dashboard by choosing the pagelets I would like to display as well as their locations on my dashboard.

- To change the pagelets that display on my dashboard, I click on the Content link toward the top of my dashboard page.

Updated 12/30/13.
o I check any ✓ whose pagelet I would like to display in MyCWU dashboard. I uncheck any ✓ whose pagelet I do not wish to display. I click the Save button when finished.

- I rearrange my pagelets by grabbing and dragging them around on my dashboard.
- I locate information in MyCWU in one of several ways:
  - I click on links in my dashboard pagelets.
  - I click my Main Menu dropdown at the top of my dashboard page.
    ▪ I search for a page by entering a keyword or phrase in the Search Menu search box. Then I click the button.
    ▪ I click on the navigation links until I locate the information I want. I may first need to choose which Administrative System I want from my Main Menu dropdown:
      * Campus Solutions (previously known as Safari)
      * Financial Management (previously known as FMS)
      * Human Resources (previously known as HRMS)

- Any Favorites I have established in any of the Administrative Systems (as well as my list of Favorite Queries) will be gone when MyCWU is launched on January 27th. I will make sure I know the navigation to all Favorites and Favorite Queries I want to remember so that I can re-establish them once MyCWU is available.

- To exit MyCWU, I click the Exit link in the upper right-hand corner.
  Then I go one step further to close entirely out of all of that browser’s windows (even if they have nothing to do with MyCWU). If I don’t exit all of that browser’s windows, I am not really signed out. Anyone else who uses the computer I was on will be able to get into MyCWU account.

How do I get help with MyCWU?
- Email Helpdesk@cwu.edu or call x2001.
- Go to the iCAT website at http://www.cwu.edu/icat/ and click on MyCWU Help on the left.

Updated 12/30/13.