

**Wildland Fire Academy**  
**(Southwest Idaho Fire Training (SWIFT) / CWI Campus)**  
**May 20-24, 2024 in Nampa, Idaho**

For the 2024 Wildland Fire Academy, we are continuing with only the CWI nomination process. Please Sign In with your existing profile and/or Create your Profile **before adding a course to the cart** to access agency pricing.

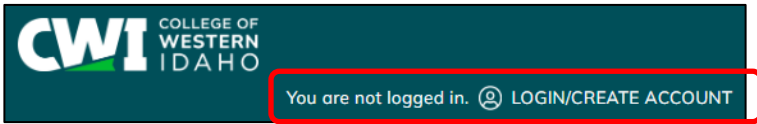
**STEP 1:**

Students can complete the CWI registration at <https://cwi.edu/program/wildland-fire-academy>, select **REGISTER NOW**

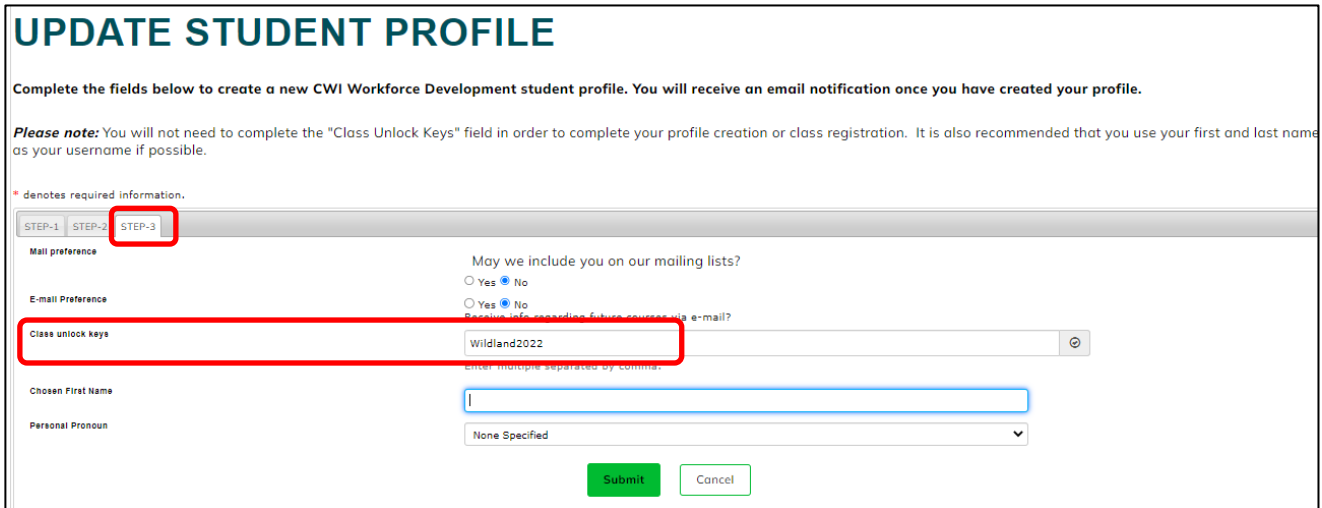


**STEP 2:**

If you have an *existing* CWI profile, select the LOGIN/CREATE ACCOUNT and sign in as a Student



- You can get help with the 'Forgot your username?' and 'Forgot your password?'
- You can edit 'My Profile', to make any updates and please ensure you have the **Class unlock keys** field under the **STEP 3** tab has been populated with **Wildland2022** as to see the AGENCY pricing.

A screenshot of the "UPDATE STUDENT PROFILE" form. At the top, it says "UPDATE STUDENT PROFILE" in large blue letters. Below that, it says "Complete the fields below to create a new CWI Workforce Development student profile. You will receive an email notification once you have created your profile." There is a "Please note" section. Below that, there are tabs for "STEP-1", "STEP-2", and "STEP-3", with "STEP-3" selected. The form includes fields for "Mail preference", "E-mail Preference", "Class unlock keys" (with "Wildland2022" entered), "Chosen First Name", and "Personal Pronoun". There are "Submit" and "Cancel" buttons at the bottom.

- From that existing profile, go to STEP 4

**STEP 3:**

You are a New Student, select 'Create a New Profile'



Complete all required fields for the STEP 1 tab (\*denotes required information)

## CREATE NEW STUDENT PROFILE

Complete the fields below to create a new CWI Workforce Development student profile. You will receive an email notification once you have created your profile.

**Please note:** You will not need to complete the "Class Unlock Keys" field in order to complete your profile creation or class registration. We strongly recommend that you use your first and last name as your username if possible.

\* denotes required information.

STEP-1 | STEP-2 | STEP-3

Username\*  Username: minimum 6 characters

Password\*  Password: minimum 8 characters, must contain a number and any two of the following three: upper case, lower case, special characters (for example: !@5%^&\*)  
STRONG

Re-enter password\*

Password hint\*

Identity Verification Question\*

Identity Verification Answer\*

E-mail\*  [Privacy Policy](#)

Re-enter E-mail\*

First name\*

Middle Name

Maiden Name

Last name\*

In the STEP 2 tab, enter your Birthdate\* and for Company, select "US Forest Service - USFS"

In the STEP 3 tab, a CRITICAL step, you must enter "Wildland2022" for Class unlock keys to see the AGENCY cost option, then submit

STEP-1 | STEP-2 | STEP-3

Mail preference  Yes  No

E-mail Preference  Yes  No

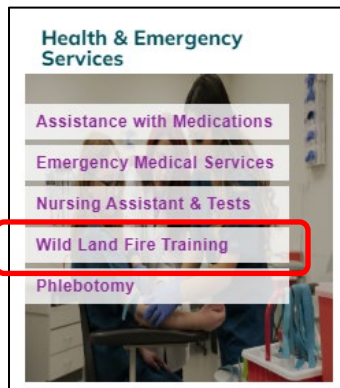
Class unlock keys  Enter multiple separated by comma.

May we include you on our mailing lists?  
 Yes  No  
Positive info regarding future courses via e-mail?

#### STEP 4:

Navigate to:

- Departments
- Workforce Development
- Health & Emergency Services
- Wild Land Fire Training



**STEP 5:**

Choose the course that is listed as AGENCY option at the end. If there is not an option to choose AGENCY, then you may have missed a step.

The screenshot shows two course listings side-by-side. The first listing is for 'S-131 FIREFIGHTER TYPE I - AGENCY' with a cost of \$15.00. The second listing is for 'L-280 FOLLOWERSHIP TO LEADERSHIP - AGENCY' with a cost of \$20.00. Both listings include start and end dates (05/22/23 and 05/23/23), weekly schedules, and the location 'Nampa, Academic Building (NCAB)'. Each listing has a green 'ADD TO CART' button at the bottom.

Add course(s) to the cart

You can also sort by **Price: Low to High** to select classes at the government rate and add them to your cart

The screenshot shows a sorting dropdown menu with 'Price: Low to High' selected. Below the dropdown is a 'Show All' link and a search bar. The text 'NWCG WILDLAND WORK' and 'RT-' are visible at the bottom of the menu.

**STEP 6:**

After selecting your course(s), start the CHECKOUT process

The screenshot shows a dark green navigation bar with 'All CWI Programs' on the right. In the center, there are two buttons: 'VIEW CART (1)' and 'CHECKOUT'. The 'CHECKOUT' button is highlighted with a red box. To the right of the buttons is a search bar with the placeholder text 'search for a class...'. There is also a right-pointing arrow icon.

**STEP 7:**

You must 'Agree to Policies' and

The screenshot shows a table with two columns: 'Class Details' and 'Amount'. The first row contains the following information:  
Class Details: S-212 Wildfire Powersaws - Agency, Start Date: 5/22/2023, Instructor: Instructor, Location: Nampa, Academic Building (NCAB)  
Amount:  Agree to Policies  
Below this row is a 'Remove Class' button. The second row shows 'Class Registration Cost' with an amount of '\$20.00'. The 'Agree to Policies' checkbox is highlighted with a red box.

Select **Request Company to Pay for Class**

The screenshot shows a checkout navigation bar with a grey background and the word 'Checkout' in the center. Below the bar are five buttons: 'Checkout', 'Donate', 'Request Company to Pay for Class', 'Clear Cart', and 'Choose Additional Classes'. The 'Request Company to Pay for Class' button is highlighted with a red box.

**STEP 8:**

Read, then click **Submit**

**REQUEST FOR COMPANY PAYMENT**

CWICOLLEGE OF  
WESTERN  
IDAHOWorkforce Development

Request for Company Payment:

Making this request to have your company pay for the registration cost of this class(es) does not guarantee either that your company will agree to pay for this registration or that space will still be available in the class when the registration is processed.

When a company pays for your course registration(s), some of your education record information is shared with the company—specifically your course schedule and student identification information. For more information about the protection of your education records, visit this site: <https://cwi.edu/current-students/ferpa-policies>.

Do you want to make this request?

Select **'Submit'** to continue making this request; select 'Cancel' to return to the Shopping Cart and pay with your Credit Card.

WORKFORCE DEVELOPMENT  
College of Western Idaho  
601 20th St., Box 1610  
Nampa, ID 83653  
801.262.2700  
info@cwidi.edu

**STEP 9:**

Select “Julia Figgins” for **Contact Submit**

**Cart: Request Company Payment**

**Payment requested by:** Julia Figgins

**Request made to:** US Forest Service - USFS  
If you'd like to request payment by another Company, [update your profile](#) and change your Company.

**Total request payment amount:** \$20.00  
Electronic Vouchers are not automatically applied for Company Paid Registrations

**Contact** Julia Figgins ▼

Julia will receive an email notification, and you or your supervisor will be notified when tuition has been paid. Congratulations, registration has been completed.

Then by the first week of May, the selection memos will be sent to students and supervisor’s and/or training POC’s from the agency course coordinators.