## How-To Guide for SWIFT Academy Registration

### For all non-federal registrants

### All Fire Departments are under the State of Idaho

*Note: You must register through your department Training Officer or Chief to verify course prerequisites.* 

Step 1. Login(Sign in) using a student profile from 2022 or create a new 2023 account.



## **Please Sign In**

To complete your registration for CWI Workforce Development classes. *New student? Start here by creating a profile.* 

your username and pass	vord to sign in here.	Click Create New Profile to create your own username, password and profile.
tudent	► Case sensitive.	Create New Profile
sername		
For	g <u>ot your username?</u>	
Password		
For	<u>got your password?</u>	
Sign I	n	
Employee I	Logon	

## **CREATE NEW STUDENT PROFILE**

Complete the fields below to create a new CWI Workforce Development student profile. You will receive an email notifica 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 regist recommended 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	
	ceastwood	
Password*	Password: minimum 8 characters, must contain a number and any two of t following three: upper case, lower case, special characters (for example: ( $\{\}: @\$\%^\& ")$	.he )
	••••••	
	STRONG	
De entre en entre de		
ke-enter password"	••••••	
Password hint*	favorite movie	
Identity Verification Question*	What is your father's middle name?	
Identity Verification Answer*	Lee	
E-mail*	Palerider@gmail.com	Privacy Poli
Re-enter E-mail*	Palerider@gmail.com	
First name*	Clint	
Middle Name	Roger	
Maiden Name		
Last name*	Eastwood	
https://cwi.augusoft.net/index.cfm?met	thod=ClassListing.ClassListingDisplay∫_category_	id=3∫_su

b category id=57&int catalog id=&page no=0&results=all

#### Step 3. Date, Sex, Agency(BLM – Boise District )

\* denotes required information.

STEP-1 STEP-2 STEP-3		
Birthdate*	11/09/1978	
Sex	○ Female	
Company	BLM - Boise District	~
	If your company is not available in the list, select ** Add Com be prompted to add your company's information after submitt	npany ** and you will ing this form.
	Continue>> Cancel	

Step 4. This step is critical! If you don't enter "<u>Wildland2022</u>" you will not be able to access the Agency cost option.

\*\*\*\*\*Confirming that the class unlock key is <u>Wildland2022.</u> This is last year's key, which allows existing accounts to unlock this years agency pricing\*\*\*\*\*

Mail preference		
	May we include you on our mailing lists?	
	● Yes ○ No	
E-mail Preference	● Yes ○ No Receive info regarding future courses via e-mail?	
Class unlock keys	Wildland2022	0
	Enter multiple separated by comma.	
Chosen First Name		
Personal Pronoun	None Specified	~

#### Step 5. Choose All Classes

	< Browse By Industry	_
$\left( \right)$	All Classes	
	Departments	+
	Digital Downloads	
	FAQ	
	Search	
	< My Profile	+

Step 6. Choose Wildland Fire Training



Step 7. Choose the class that is listed as <u>AGENCY</u> option. If there is not an option to choose AGENCY then you may have missed a step.

<u>S-131 FIREFIGHTER TYPE 1</u> <u>TRAINING</u>	<u>S-131 FIREFIGHTER TYPE I</u> <u>- AGENCY</u>
Start date: 05/23/22	Start date: 05/23/22
End date: 05/24/22	<b>End date:</b> 05/24/22
Weekly - Mon 8:00 AM - 4:00 PM (5/23/2022- 5/23/2022); Weekly - Tue 8:00 AM - 12:00 PM (5/24/2022-5/24/2022)	Weekly - Mon 8:00 AM - 4:00 PM (5/23/2022- 5/23/2022); Weekly - Tue 8:00 AM - 12:00 PM (5/24/2022-5/24/2022)
Location : Nampa, <u>Academic Building</u> ( <u>NCAB)</u>	Location : Nampa, <u>Academic Building</u> ( <u>NCAB)</u>
Please read: This section of this class is for non- agency <u>More</u>	<b>Cost:</b> \$15.00
<b>Cost:</b> \$60.00	ADD TO CART
ADD TO CART	

Step 8. Click CHECKOUT



Step 9. Don't forget to click the "Agree box" and Click on "Request Company to Pay for Class"

Shopping Cart

Thank you for choosing CWI! To complete your registration, verify that the below information is correct, and follow

the steps.

Student Details	Class Details	Amount
Gholson, tj agholson@blm.gov 3948 S. Development Ave Boise , ID 83705 208-484-8878	<u>S-131 Firefighter Type I - Agency.</u> Start Date: 5/23/2022, Instructor: Instructor Location: Nampa, Academic Building (NCAB)	Agree to <u>Policies</u>
	Class Registration Cost	\$15.00
	Total	
Total		\$15.00
	Checkout	
Checkout Donate	Request Company to Pay for Class Clear Cart	Choose Additional Classes

#### Step 10. Read and Click submit

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: <a href="https://cwi.edu/current-students/ferpa-policies">https://cwi.edu/current-students/ferpa-policies</a>.

#### 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 MS 2800, P.O. Box 3010 Nampa, ID 83653 Ph: 208.562.2700 wd@cwi.edu

### Step 11. Click on the dropdown tab and choose Casper Urbanek OR Your Fire Chief, then Submit



# Thank you for choosing CWI! To complete your registration, verify that the

#### below information is correct, and follow the steps.

Student Details	Class Details	Amount
Eastwood, Clint Palerider@gmail.com 8355 West State Street Boise , ID 83714 208-334-3488	<u>Basic Fire School - Agency.</u> Start Date: 5/20/2024, Instructor: Instructor Location: Nampa, Academic Building, (NCAB)	□ Agree to <u>Policies</u> Remove Class
	Class Registration Cost	\$50.00

Total

Total

\$50.00

#### Cart:Request Company Payment

Payment requested by: Request made to: If you'd like to request payment by another Company, <u>updat</u>		Clint Eastwood		
		BLM - Boise [	BLM - Boise District late your profile and change your Company.	
Total request pays Electronic Vouchers are not auto	ment amount: omatically applied for Compar	\$50.00 y Paid Registrations		
Contact		Brian Holmes	~	
Request Payment For:				
Student Name	Class Name (	Course Number)	Class Start Date	e Registration Amount
Clint EastwoodBasi	c Fire School - Age	ency ( WDCNTRT-1	570 )05/22/2023	\$50.00
			Total :	\$50.00
	Sub	mit Back to Sł	nopping Cart	

Student Details	Class Details	Amount
<u>Eastwood, Clint</u> Palerider@gmail.com 8355 West State Street	<u>Basic Fire School - Agency,</u> Start Date: 5/20/2024, Instructor: Instructor	Agree to <u>Policies</u>
Boise , ID 83714Location: Nampa, Academic208-334-3488Building (NCAB)		Remove Class
	Class Registration Cost	\$50.00

		Total		
Total			\$50.00	
		Checkout		
Checkout	Donate	Request Company to Pay for Class	Clear Cart	
Choose Addit	ional Classes			



Workforce 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.

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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 MS 2800, P.O. Box 3010 Nampa, ID 83653 Ph: 208.562.2700 wd@cwi.edu

Cart:Request Company	y Payment	
Payment requested by	y: Clint Eastwood	
Request made to: If you'd like to request payment by	Idaho Department of Lands - IDL another Company, <u>update your profile</u> and change your Company.	
Total request payment Electronic Vouchers are not automatica	ally applied for Company Paid Registrations	
Contact	Casper Urbanek	
Request Payment For:	Class Name (Course Number) Class Start	Date Registration Amount
Student Nume	cluss traine (course trainber)	Date Registration Amount
Clint EastwoodBasic Fir	re School - Agency ( WDCNTRT-1570 )05/20/2024	\$50.00
	Total :	\$50.00
	Submit Back to Shopping Cart	
*_		
	🔶 You are screen snaring 🤝	- Stop Share
COLLEGE O WESTERN IDAHO	N O	
	Welcome, Clint LOGOUT	O VIEW CART (0)

< Browse By Industry	-
All Classes	
Departments	+
Digital Downloads	
FAQ	
Search	
< My Profile	+

#### **Cart:Request Submitted**

Your request has been submitted to Idaho Department of Lands - IDL, with the Contact as Casper Urbanek. When they complete the registration for you in this class, you will receive a Student Registration Confirmation note. If they decide not to register you in this class, you will receive a Denial of Payment Request note. Please direct any questions to Casper Urbanek.