

CWRU Network Account/User ID and CWRU ID Card Information

Full time faculty members in the Case Western Reserve University School of Medicine – whether they receive a CWRU paycheck or not - should attend to two important matters: 1) activate their CWRU Network Account and Network/User ID; and 2) get a CWRU ID card.

1) Activate your CWRU Network Account and Network/User ID. Why? If you are a CWRU employee, you will want to use the CWRU account as your primary email address. Even if you are employed by a non-CWRU entity, such as one of the medical school's affiliated hospitals, activating your CWRU Network Account will provide you with electronic access to the libraries (and their valuable electronic professional journals and other resources) and might be useful when completing your Outside Financial Interest Report, annual Faculty Activity Summary Form, etc.

Those faculty members who receive a CWRU paycheck will automatically be provided a Network Account and Network/User ID through Human Resources and those faculty members who do not receive a CWRU paycheck will automatically be provided a Network Account and Network/User ID through us (SOM Office of Faculty Affairs and Human Resources)..

- You can visit this site <https://www.case.edu/wizard/wizard.html?idcheck> and activate your account even if you do not know your Network/User ID.
- If you have already activated your account but have forgotten or need to reset your password visit <https://its-services.case.edu/my-case-identity/password/reset/>.

2) Get a CWRU ID card. All full time faculty members are eligible and should apply for a CWRU ID card. Why? The identification card is necessary to enter all medical school buildings and many other CWRU campus buildings, such as Veale Center (physical education building and pool) and the University libraries. Once you have an ID card access to buildings is handled by each building. For access to School of Medicine building(s) please contact Susette Ziats (susette.ziats@case.edu).

Access Services issues University ID cards. For general information you can visit their web site at <https://case.edu/access-services/> or call 216-368-2273. Obtaining a CWRU ID card requires that you physically appear at the Access Services office (located in Room 18, ground floor of Crawford Hall) to have your ID picture taken and complete the paperwork. In order to have a CWRU ID issued, faculty members must present proof of identification in the form of a passport, a driver's license, or a state picture ID.

Those faculty members who will receive a CWRU paycheck must first attend a faculty orientation meeting hosted by the Department of Human Resources and will then be given authorization paperwork that allows them to proceed to Access Services for their ID card.

Those faculty members who will not receive a CWRU paycheck can go directly to Access Services and in addition to their proof of identification present a copy of their faculty appointment letter/form. If you do not have a copy of your current appointment letter/form you may contact the administrative office of your academic department or us (SOM Office of Faculty Affairs and Human Resources, 368-3870), to request a duplicate copy.

Part time faculty members in the Case Western Reserve University School of Medicine – whether they receive a CWRU paycheck or not – may request a CWRU Network Account and User ID (by calling us (SOM Office of Faculty Affairs and Human Resources), 368-3870 and may get a CWRU ID card (by following the same process described above).