

# Three Steps to Review Your CWRU Annual Appointment

## Step 1

Activate your  
Case ID (new  
users only)

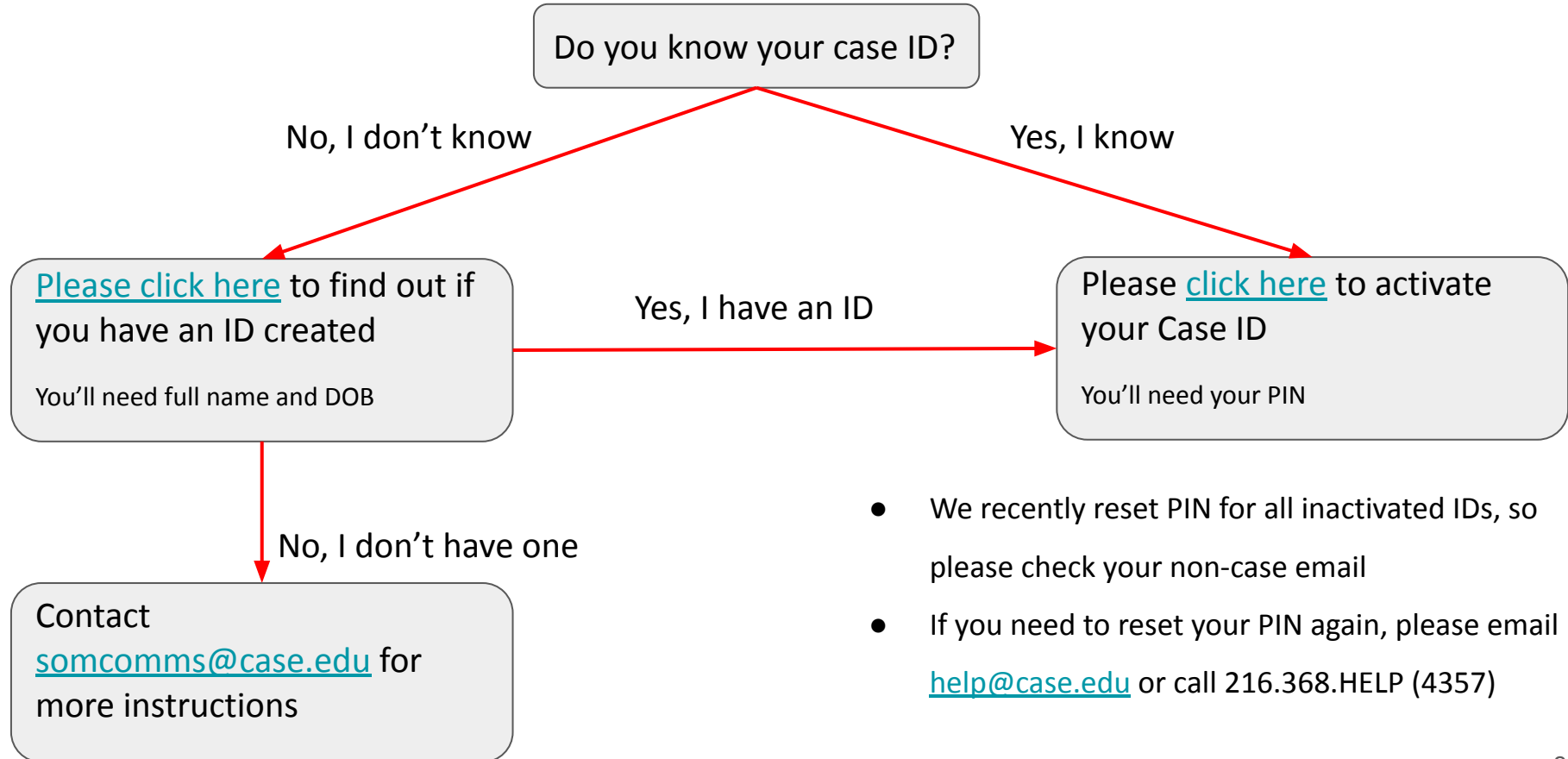
## Step 2

Set up DUO:  
Two-Factor  
Authentication

## Step 3

Sign your annual  
appointment form in  
Faculty Information  
System (FIS)

# 1. Activate your Case ID



## 2. Set up DUO - Using a Smartphone or Tablet

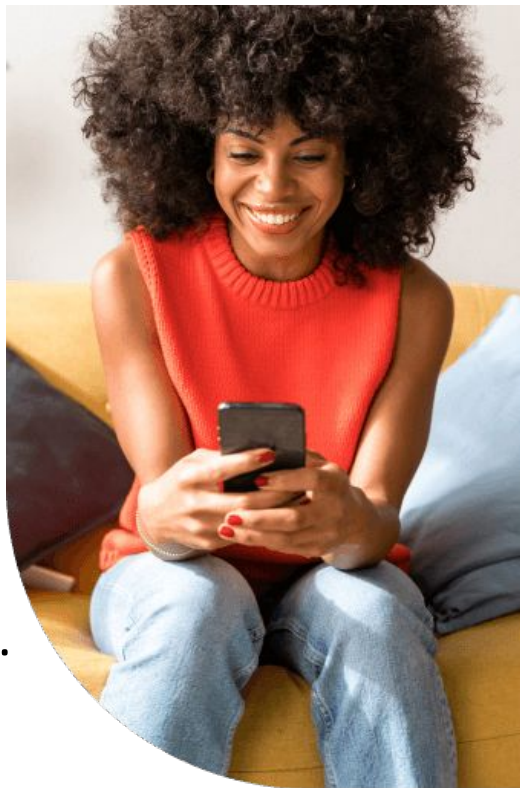
- Step one - [Click here](#) to enroll your phone or tablet
  - Or copy this URL and open it in a web browser: <https://case.edu/utech/duo>
- Step two - Active DUO mobile on your device
  - On your device, open Duo Mobile app.
  - Tap +.
  - Tap “Scan Barcode” and scan the barcode on your mobile device.
  - After an account named "Case Western Reserve University" appears, click Continue.
  - A “Device successfully enrolled” message is displayed on your computer.
  - Your device is now enrolled and can be used in the authentication process.

## 2. Set up DUO - Other Scenarios

If you want to set up DUO using a:

- DUO token
- Basic phone
- Landline
- YubiKey/U2F token

Please check out additional instructions [here](#).

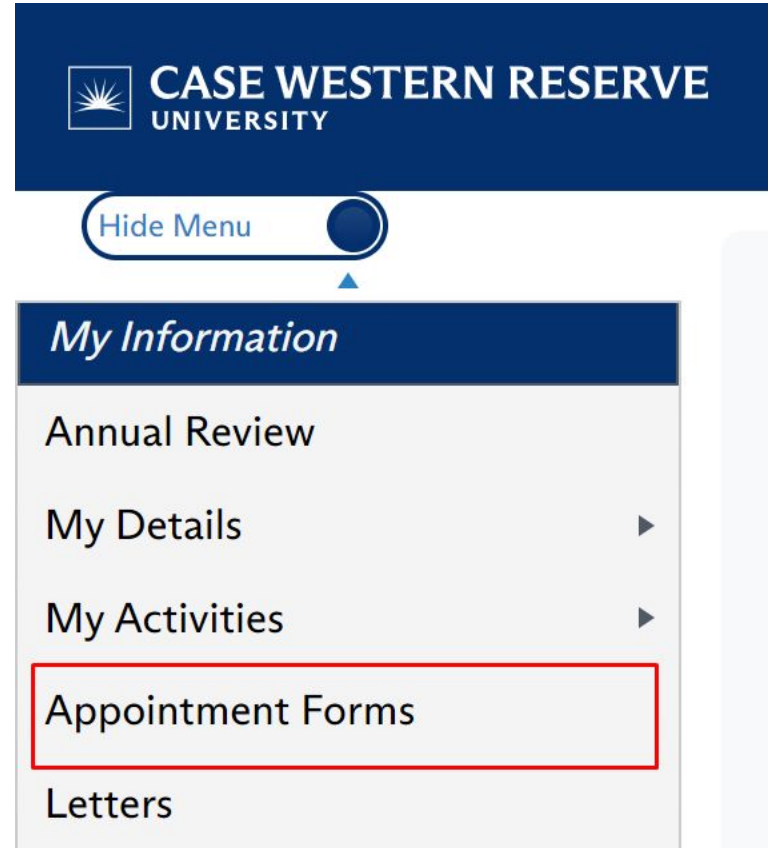
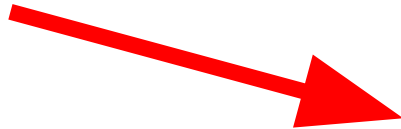


# 3. Sign Your Annual Appointment Form in FIS

- Log in FIS using your Case ID at:

<https://fis.case.edu/>

- On the left side of the screen, under “My Information”, select “Appointment Forms”



CASE WESTERN RESERVE UNIVERSITY

Hide Menu

*My Information*


- Annual Review
- My Details ▶
- My Activities ▶
- Appointment Forms**
- Letters

### 3. Sign Your Annual Appointment Form in FIS

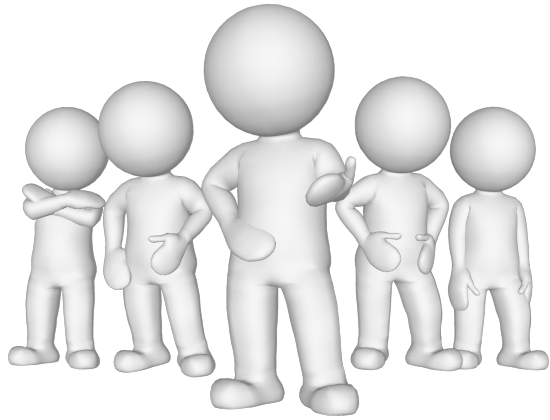
- To view or save the form, click on the folder icon under the View Document column. The document will immediately download into a PDF.
- To digitally sign the form, click the checkbox under Faculty Signature Status.

View Forms

Export to Excel   Export to PDF

View Document	Form or Letter Name	Academic Year	Academic Unit	Location	Term Start Date	Term End Date	Faculty Release Date	Faculty Signature Status	Date Signed
	Appointment Form		Psychiatry	UNIVERSITY HOSPITALS	7/1/2024	6/30/2025	4/18/2024	<input type="checkbox"/> Check to Sign	

# CWRU SOM Student Technicians



**Student Technicians**



**On-site service to help with system setup**

- Service area - affiliated hospital sites in greater Cleveland area
- Service period - June and July, 2024
- Service days - Weekday. Details regarding specific time slots will be provided later.

# Your CWRU Point of Contact

CWRU Faculty Affairs team:

- System technical issues - Kayla Moss ([kxm635@case.edu](mailto:kxm635@case.edu)), Department Assistant
- CCF, SOM - Megan Wheeler ([mxw872@case.edu](mailto:mxw872@case.edu)), Faculty Affairs Coordinator
- Metro, VA, UH - Aliza Galinsky ([axg1027@case.edu](mailto:axg1027@case.edu)), Faculty Affairs Coordinator

Any feedback, questions, and concerns:

- Vivian Wei ([wxw265@case.edu](mailto:wxw265@case.edu)) - Director, Strategic Business Initiative
- Nicole Deming ([nicole.deming@case.edu](mailto:nicole.deming@case.edu)) - Asst Dean, Faculty Affairs