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

Do you know your case ID?

- No, I don’t know
  - Please click here to find out if you have an ID created
    - You’ll need full name and DOB
  - No, I don’t have one
    - Contact somcomms@case.edu for more instructions

- Yes, I know
  - Yes, I have an ID
    - Please click here to activate your Case ID
      - You’ll need your PIN
  - Yes, I don’t have one
    - We recently reset PINs for all inactivated IDs, so please check your non-case email for instructions
    - If you need to reset your PIN again, please email help@case.edu or call 216.368.HELP (4357)
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 to FIS using your Case ID at: https://fis.case.edu/
- On the left side of the screen, under “My Information”, select “Appointment Forms”
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.
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)) - Assistant Dean, Faculty Affairs