Three Steps to Review Your CWRU Annual Appointment

Step 1

Activate your Case ID (new users only)

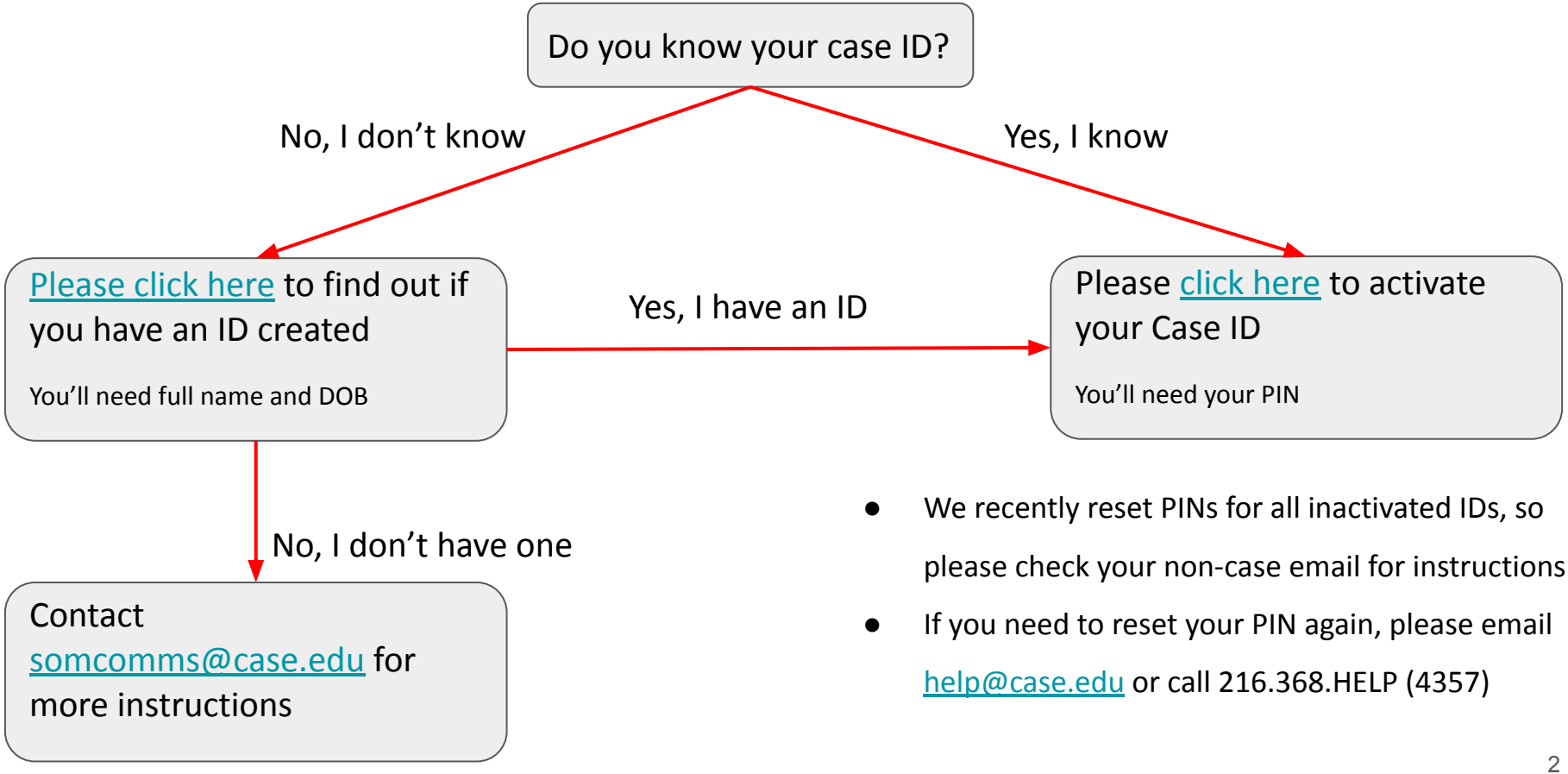
Step 2

Set up DUO: Two-Factor Authentication

Step 3

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

1. Activate your Case ID



- 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

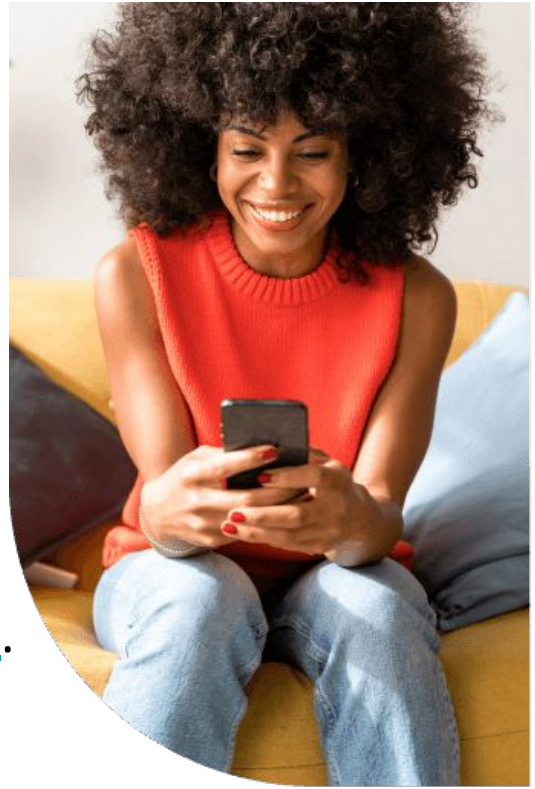
- Step one - Click here to enroll your phone or tablet
  - Or copy this URL and open it in a web browser: https://case.edu/utech/duo
- Step two - Active DUO mobile on your device
  - On your device, open Duo Mobile app.
  - Tap +.
  - Tap “Scan Barcode” and scan the barcode on your mobile device.
  - 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

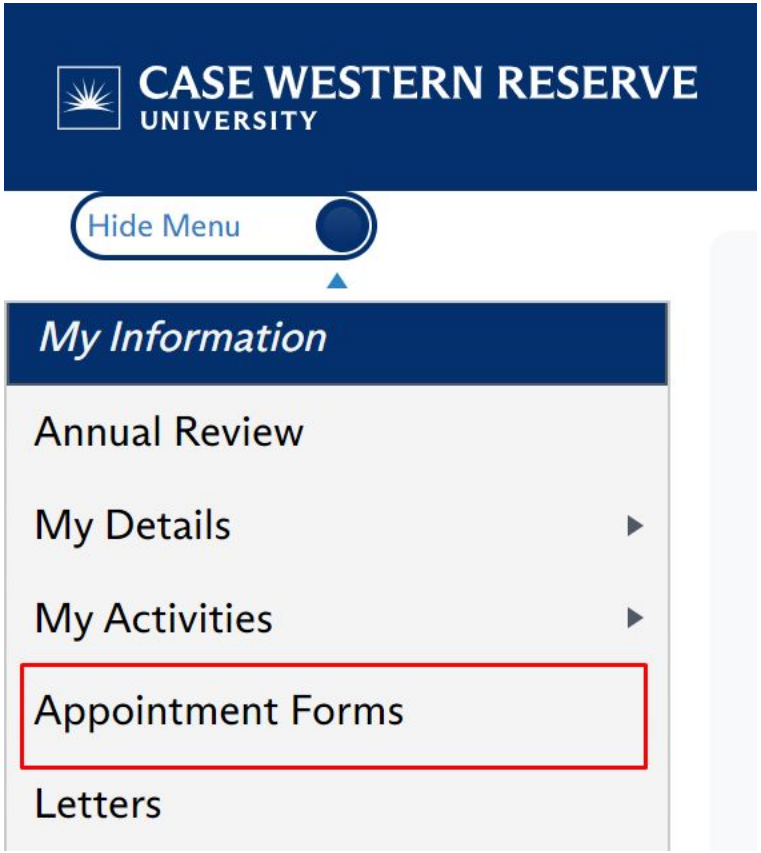
- Log in to FIS using your Case ID at:

  https://fis.case.edu/

- On the left side of the screen, under

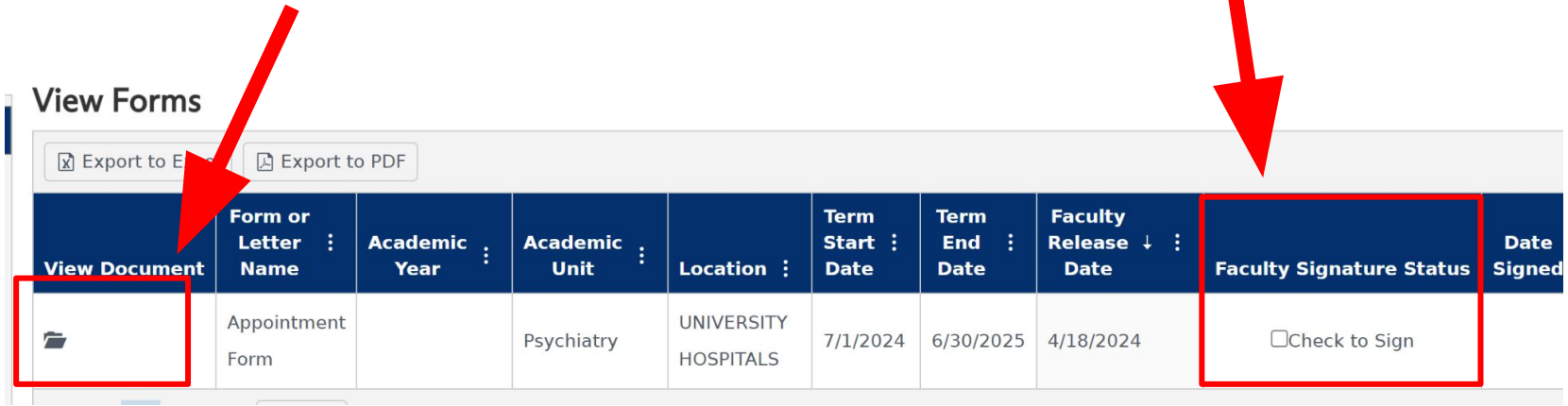
  “My Information”, select

  “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), Department Assistant
- CCF, SOM - Megan Wheeler (mxw872@case.edu), Faculty Affairs Coordinator
- Metro, VA, UH - Aliza Galinsky (axg1027@case.edu), Faculty Affairs Coordinator

Any feedback, questions, and concerns:

- Vivian Wei (wxw265@case.edu) - Director, Strategic Business Initiative
- Nicole Deming (nicole.deming@case.edu) - Assistant Dean, Faculty Affairs