

Three Steps to Review Your CWRU Annual Appointment

Step 1

Activate your
Case ID (new
users only)

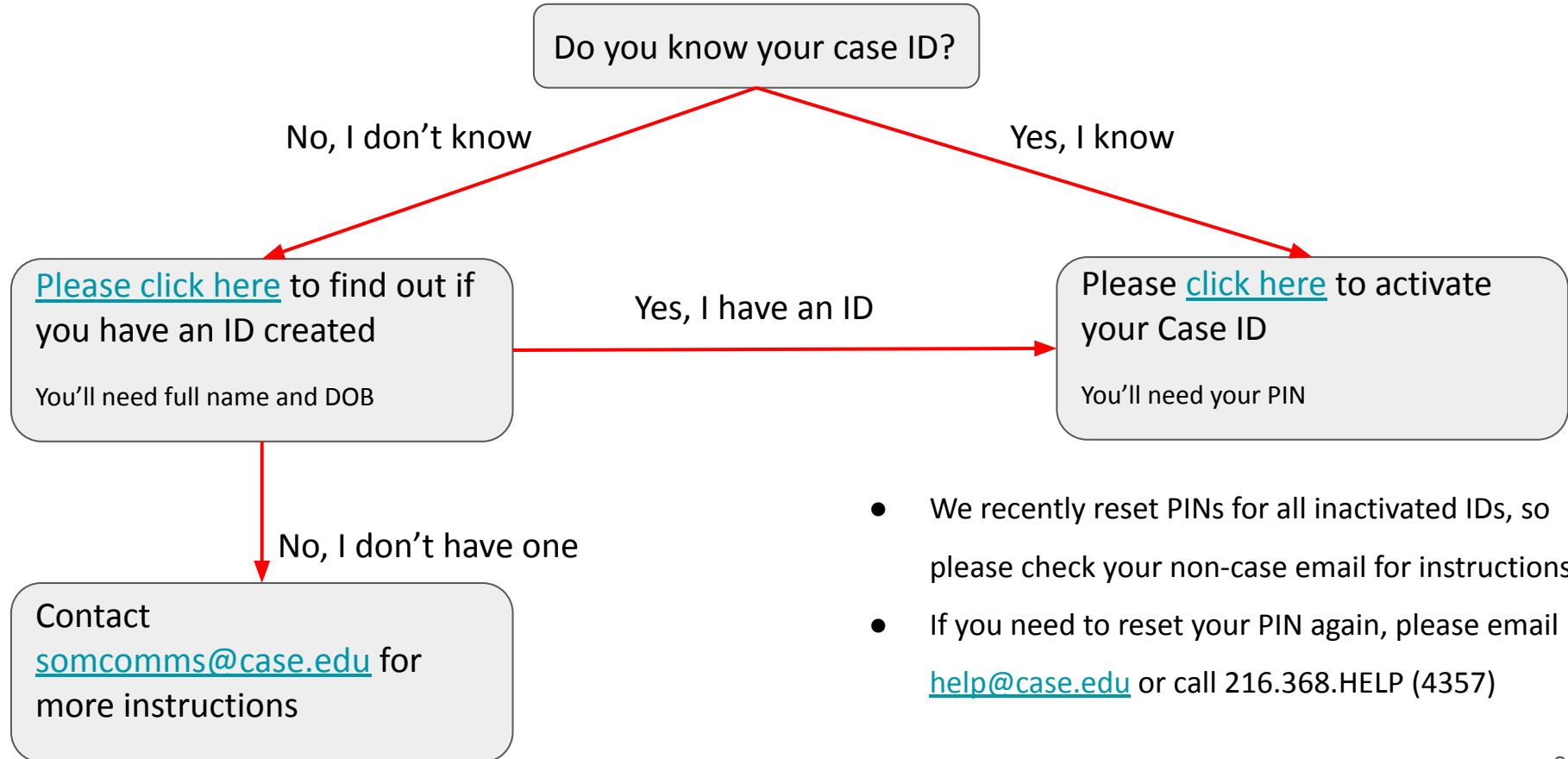
Step 2

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

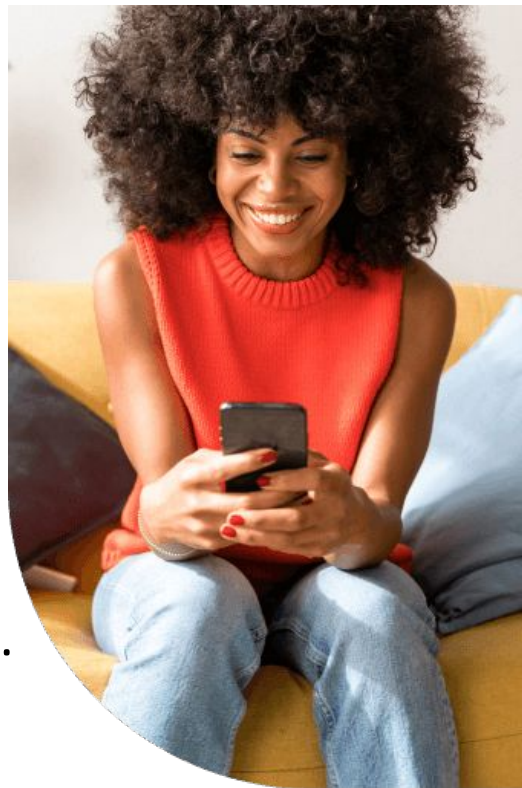
- Step one - [Click here](#) to enroll your phone or tablet
 - Or copy this URL and open it in a web browser: <https://case.edu/utech/duo>
- Step two - Active DUO mobile on your device
 - On your device, open Duo Mobile app.
 - Tap +.
 - Tap “Scan Barcode” and scan the barcode on your mobile device.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

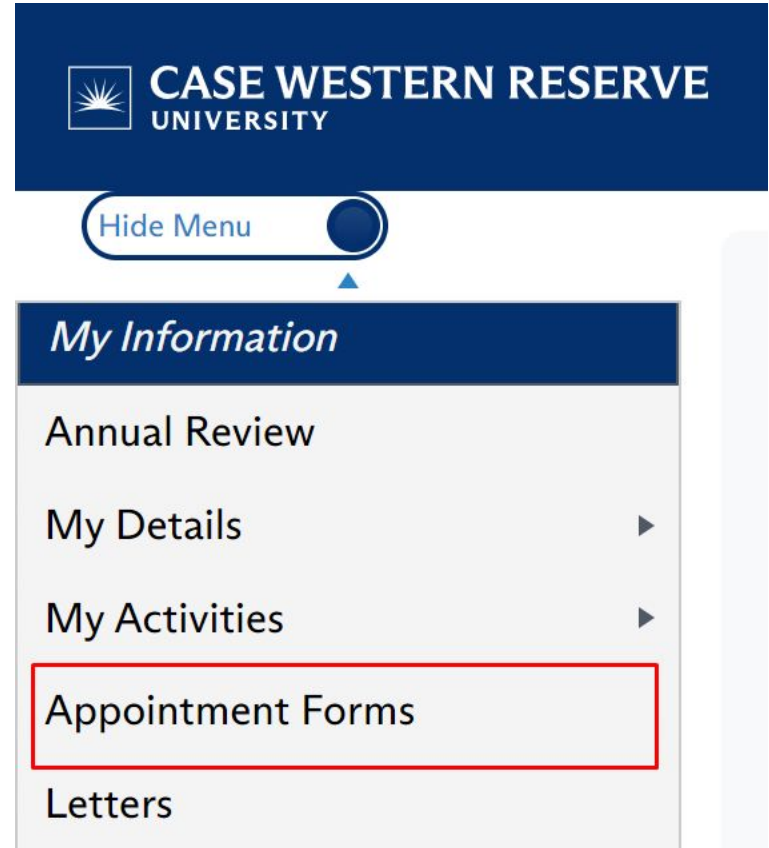
- DUO token
- Basic phone
- Landline
- YubiKey/U2F token

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



3. Sign Your Annual Appointment Form in FIS

- Log in to 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	

Your CWRU Point of Contact

CWRU Faculty Affairs team:

- System technical issues - Kayla Moss (kxm635@case.edu), Department Assistant
- Administrative questions - Megan Wheeler (mxw872@case.edu), Faculty Affairs Manager

Any feedback, questions, and concerns:

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