Create an Authorized User

Concept

Students are not permitted to give their CWRU Network ID's and passwords to anyone - even a parent - as stated by the Acceptable Use of Computing Resources Policy. Because parents and other responsible parties are often in charge of paying tuition bills, the Authorized User process was created to allow designated guests to access to the SIS.

An authorized user is someone (such as a parent or guardian) to whom you grant access to all or part of your Student Center. There are three levels of authorized user access:

- Access Student Center - this gives an authorized user complete access to your academic, financial and personal data. This includes class schedules, exam schedules, grades, holds, outstanding balances, and student account transactions.
- Access Academics Only - this gives an authorized user access to only your academic information, such as your grades, class schedule, and exam schedule.
- Access Financials Only - this gives an authorized user access to only your financial information, such as your outstanding balance, online payment processing, and holds.

This topic will explain how to create an authorized user account.

SIS_SC_CreateAuthorizedUser

Procedure

Begin by logging in to the SIS at *case.edu/sis* with your CWRU Network ID and password.

Step	Action
1.	The Student Center appears. In the Personal Information section at the bottom of the screen, click the **Authorized Users** link. Authorized Users

Student Information System Process Document
Create an Authorized User
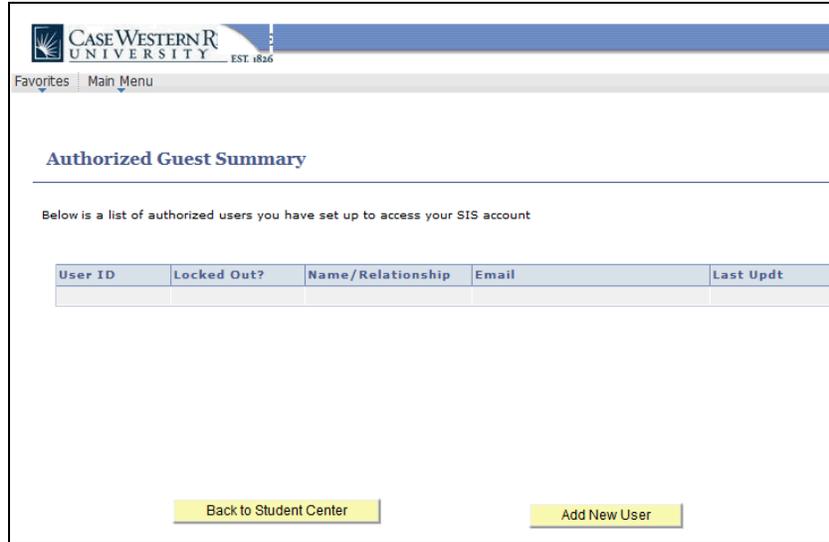
Step	Action
2.	The **Authorized Guest Summary** screen appears. Click the **Add New User** button. ![Add New User]
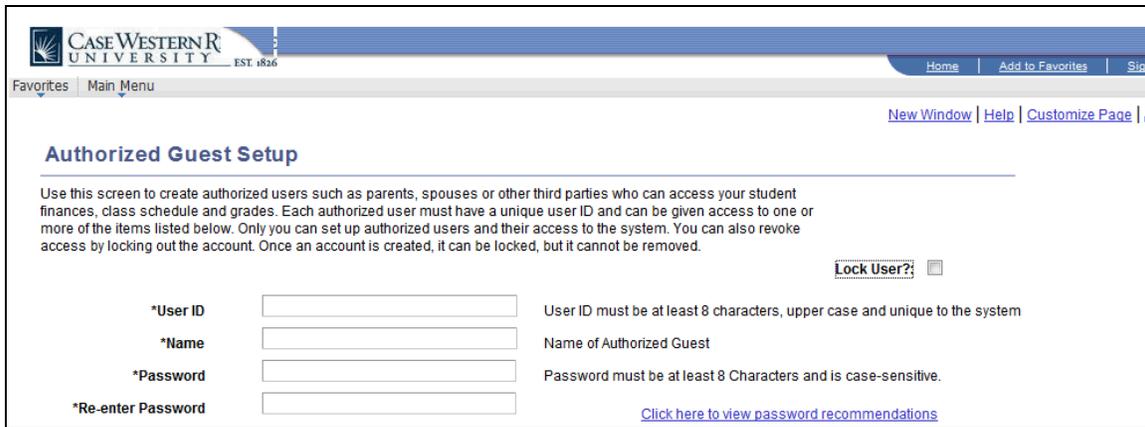
Step	Action
3.	The **Authorized Guest Setup** screen appears. Give the user a User ID that they will use to log in to the SIS. Enter an ID of at least 8 characters into the **User ID** field. It must be in all caps and be unique to the SIS.
4.	Enter the user's full name into the **Name** field.

Step	Action
5.	Enter a password into the **Password** field. This is the password that the user will use to access the SIS. The password must be at least 8 characters long, and it is case-sensitive. For tips on creating a secure password, click on the **Click here to view password recommendations** link. Please note: you must communicate this password to your authorized user. The password will NOT be included in the email sent to the user by the SIS. Click here to view password recommendations
6.	Re-enter the password into the **Re-enter Password** field. **Please do not cut and paste the password.**

Role	Description
☐ ACCESS STUDENT CENTER	Grant access to My Student Center, including class and exam schedules, grades, holds, advisors, other academic and personal data and all financial services, including the ability to waive my health fee.
☐ ACCESS ACADEMICS ONLY	Grant access to My Academics, including class and exam schedules and grades.
☐ ACCESS FINANCIALS ONLY	Grant access to My Financials, including balance due, account inquiry, payment history, billing information, holds and on-line payment processing.

*Guest's Email Address [   ]

*Re-enter Email Address [   ]

☐ By checking this box, I consent to the creation of this authorized guest account for access to and disclosure of the personal information selected above. I understand that this access will remain in effect while I am enrolled or until I withdraw my consent by locking this user account or removing specific permissions listed above. I understand that I am responsible for communicating the password to the authorized user and that an email containing the login ID and instructions will be sent to the email address listed above.

Cancel   Save

Step	Action
7.	Next, assign the authorized user a **Role**. Read the **Description** of each role. It lists the pages and types of information to which the user will have access. Select the role that you wish this authorized user to have. ☐
8.	Enter the individual's email address into the **Guest's Email Address** field. This email address will be used to notify the authorized user of the account that has been created for them in the SIS.
9.	Re-enter the email address into the **Re-enter Email Address** field. **Please do not cut and paste the email address.**

Step	Action
10.	Read the authorized user agreement. To agree to the creation of the authorized user, click the **Agree** checkbox. If you do not wish to create an authorized user after reading the agreement, click the **Cancel** button at the bottom of the page. ☐
11.	Click the **Save** button to save this authorized user account. Save

Authorized Guest Summary

Below is a list of authorized users you have set up to access your SIS account

User ID	Locked Out?	Name/Relationship	Email	Last Updt	Review/Edit
MAMASTUDENT	N	Mama Student	mama@gmal.com	07/11/19 12:58:26PM	review/edit

Step	Action
12.	The **Authorized Guest Summary** appears. It displays the new authorized user account.
13.	This completes the process of creating an Authorized User account. An email will be sent to the email address provided in the Guest Email Address field. This email will contain the authorized user's User ID and a link to the SIS. For security reasons, you must communicate the password to the authorized user separately. **End of Procedure.**