

Disable an Authorized User

Concept

This topic will demonstrate how to disable an authorized user account and prevent the user from accessing your student information in the SIS.

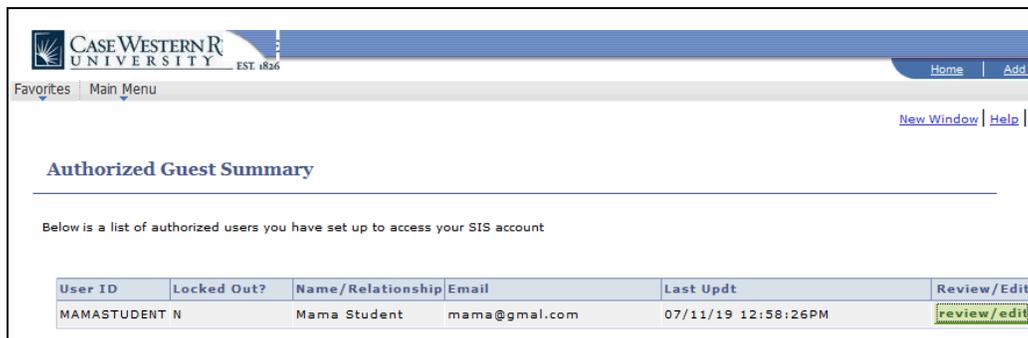
SIS_SC_DisableAuthorizedUser

Procedure

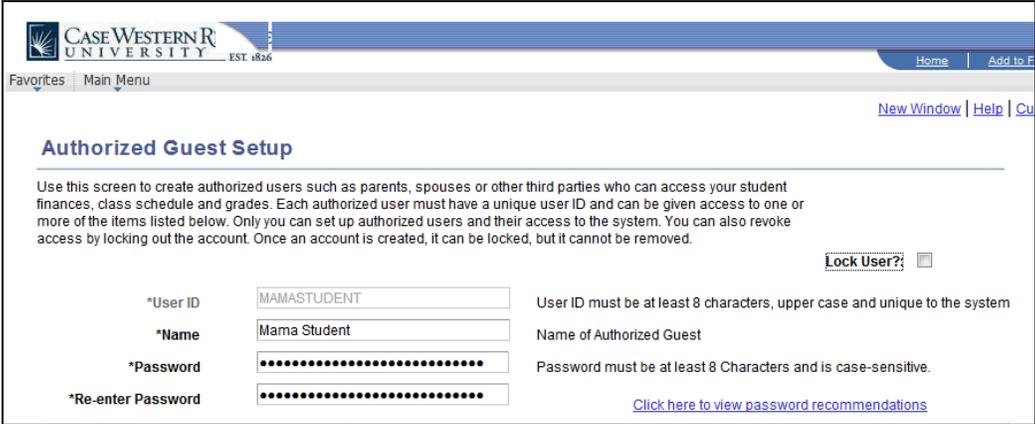
Begin by logging in to the SIS at *case.edu/sis* with your CWRU Network ID and password.



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



Step	Action
2.	<p>The Authorized Guest Summary screen appears. Locate the authorized user that is to be disabled.</p> <p>Click the Review/Edit button.</p> 



Step	Action
3.	<p>The Authorized Guest Setup screen appears.</p> <p>Click the Lock User? checkbox to disable the authorized user account. This will prevent the user from accessing your student information.</p>
4.	<p>Click the Save button.</p> 

To re-activate the authorized user account, remove the checkmark from the **Lock User?** checkbox and click the **Save** button.

Step	Action
5.	<p>This completes the process of disabling an authorized user account in the SIS. End of Procedure.</p>