

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.

Personal Information		
Authorized Users	Contact Information	
<u>Demographic Data</u> Emergency Contact Names User Preferences	<u>Home</u> 123 Main St Cleveland, OH 44106	<u>Current</u> 321 Mayfield Rd Cleveland, OH 44106
other personal 🔻 🛞	Home Phone 216/368-5555	Email noreply@case.edu

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

CASE WEST	ERN R ITY EST 1826				Home A
avorites Main Menu					
					New Window Help
Authorized (Guest Summa	TY have set up to access y	our SIS account		
User ID	Locked Out?	Name/Relationship	Email	Last Updt	Review/Ed
MAMAGTUDENT		Mama Student	mama@amal.com	07/11/10 12.50.26DM	review/ed

Student Information System Process Document

Disable an Authorized User



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

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		New Western Liters Low
Authorized Guest S	etup	
Use this screen to create authori finances, class schedule and gra more of the items listed below. O access by locking out the accoun	zed users such as parents, spouses or ot ades. Each authorized user must have a ur inly you can set up authorized users and th t. Once an account is created, it can be loc	her third parties who can access your student vique user ID and can be given access to one or eir access to the system. You can also revoke ked, but it cannot be removed.
*User ID	MAMASTUDENT	User ID must be at least 8 characters, upper case and unique to the system
*Name	Mama Student	Name of Authorized Guest
*Password	•••••	Password must be at least 8 Characters and is case-sensitive.
*Re-enter Password	•••••	Click here to view password recommendations

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

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

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