

Begin by logging into the SIS at [case.edu/sis](http://case.edu/sis) with your CWRU Network ID and password.

1. Click the **Profile** tile on Student Home.

Alternatively, from the **NavBar**, select Navigator > General > General > Profile.

2. Click the **Authorized Users** link from the menu.
3. The **Authorized Guest Summary** screen appears.

**Decision:** What do you need to do?

- To create an authorized user, go to step 4.
- To disable an authorized user, go to step 15.
- To reactivate an authorized user, go to step 19.

4. Click the **Add New User** button. The **Authorized Guest Setup** screen appears.
5. 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.
6. Enter the user's full name into the **Name** field.
7. Enter a password into the **Password** field. This is the password that the user will use to access the SIS.

**Note:** The password must be at least 8 characters long, and it is case-sensitive. For tips on creating a secure password, click the **Click here to view password recommendations** link.

This password must be communicated to the authorized user. The password will not be included in the email sent to the user.

8. Re-enter the password into the **Re-enter Password** field. Do not cut and paste the password.
9. Next, assign the authorized user a **Role**.

Read the **Description** of each role. The description lists the pages and types of information to which the user will have access. Select the appropriate role for the authorized user.

10. 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.

11. Re-enter the email address into the **Re-enter Email Address** field. Do not cut and paste.
12. Read the authorized user agreement. To agree to the creation of the authorized user, click the **Agree** checkbox.
13. To discontinue the creation of an authorized user after reading the agreement, click the **Cancel** button at the bottom of the page.
14. Click the **Save** button to save this authorized user account. The **Authorized Guest Summary** appears displaying the new authorized user account.

This completes the process of creating an authorized user account. Remaining steps apply to alternate paths.

15. Locate the authorized user to be disabled.

16. Click the **Review/Edit** button. The **Authorized Guest Setup** screen appears.

17. Click the **Lock User?** checkbox to disable the authorized user account. This will prevent the user from accessing student information.

18. Click **Save**.

This completes the process of disabling an authorized user account. To create an authorized user, go to step 4. To reactivate an authorized user, go to step 19.

19. Locate the authorized user to be disabled.

20. Click the **Review/Edit** button. The **Authorized Guest Setup** screen appears.

21. Click the **Lock User?** checkbox to deselect it.

22. Click **Save**.

This completes the process of reactivating an authorized user account. To create an authorized user, go to step 4. To disable an authorized user, go to step 15.