

Begin by logging into the SIS at [case.edu/sis](https://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 Users 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 13.
- To reactivate an authorized user, go to step 17.
- To reset an authorized user's password, go to step 21.

4. Click the **+** button to add a new user. The **Authorized User 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. Next, assign the authorized user a **Role** by changing the selection from No to Yes.  
  
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.
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 the account has been created and provide an initial, temporary password.
9. Re-enter the email address into the **Re-enter Email Address** field. Do not cut and paste.
10. Read the authorized user agreement. To agree to the creation of the authorized user, change the selection from No to Yes.
11. To discontinue the creation of an authorized user after reading the agreement, click the **Cancel** button.
12. Click the **Save** button to save this authorized user account. The **Authorized Users Summary** appears displaying the new authorized user account.

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

13. Locate the authorized user to be disabled.
14. Click the **Review/Edit** button. The **Authorized User Setup** screen appears.

15. Change the **Lock User?** selection from No to Yes to disable the authorized user account. This will prevent the user from accessing student information.

16. 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 17.

17. Locate the authorized user to be reactivated.

18. Click the **Review/Edit** button. The **Authorized User Setup** screen appears.

19. Change the **Lock User?** selection from Yes to No to reactivate the authorized user account.

20. 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 13.

21. Locate the authorized user for whom the password should be reset.

21. Locate and click the Authorized User in the list for whom the password should be reset. The **Authorized User Setup** screen appears.

22. Click the **Reset Password** button. A password reset email is sent to the Authorized User.

23. Click **OK**.

This completes the process of resetting the password for an authorized user account.