

## CWRU Network ID - Affiliates

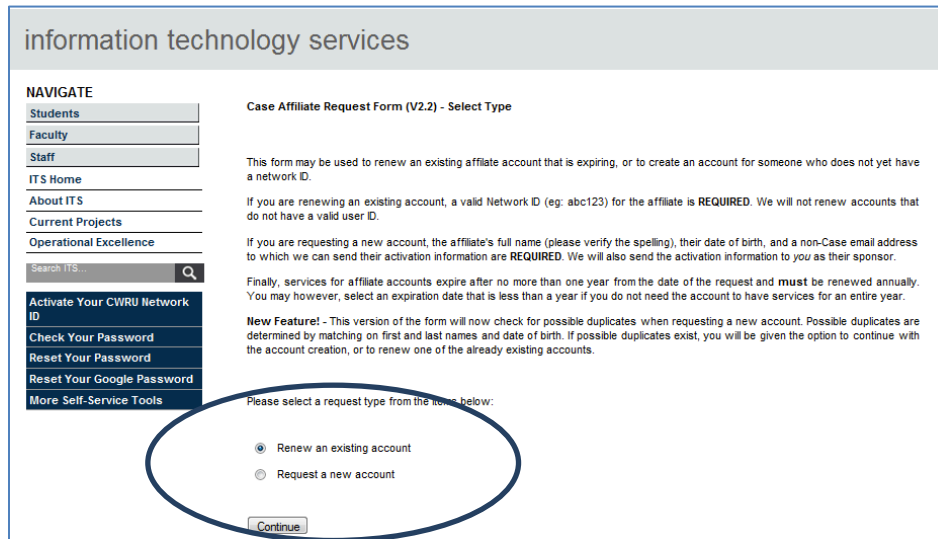
### What is a CWRU Network ID?

Your CWRU network ID allows you to gain access to most of the restricted resources at Case Western Reserve University, including the campus network and email. They are distributed to active students, faculty and staff.

### Obtaining a CWRU ID

If an employee of an affiliate of CWRU (not a student, faculty, or staff member at the University) needs access to CWRU services, a sponsoring faculty or staff supervisor must request an affiliate network ID account through the ITS Automated Tools website: <https://its-services.case.edu/my-case-identity/affiliates/request/>

1. Select whether to renew an existing account or request a new account.



2. Complete all of the required fields, including the first and last name of the Affiliate, Date of Birth and **Non-Case Email Address (link)**.

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- Staff
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- Current Projects
- Operational Excellence

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- Reset Your Password
- Reset Your Google Password
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### Case Affiliate Request - Create New Account

You have requested the creation of a new affiliate account. In order to complete this form, you **MUST** know and enter the following information:

- The affiliate's first name (please verify the correct spelling)
- The affiliate's last name (please verify the correct spelling)
- The affiliate's date of birth
- A non-Case email address for the affiliate (**IMPORTANT!** - so we can send them account activation information)

Please fill in the items below and click the "Create new account" button.

First Name:	<input type="text"/>	(Required)
Middle Name: (Optional)	<input type="text"/>	
Last Name:	<input type="text"/>	(Required)
Date of Birth:	<input type="text" value="Jan"/> <input type="text" value="1"/> <input type="text" value="1961"/>	(Required)
non-Case Email Address:	<input type="text"/>	(Required)
Affiliation:	<input type="text" value="Temporary Employee (includes calendar access)"/>	Please select type new account creation
Expiration Date:	<input type="text" value="May"/> <input type="text" value="30"/> <input type="text" value="2012"/>	

3. Click **“Create New Account.”** Once submitted and approved, the affiliate will receive an email that the account was assigned. At this time, the account can be activated.