

CWRU Network ID - Students

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 and PIN

Your CWRU ID, also called your login name or username, will be provided to you by the Registrar's office along with an account activation PIN. Your CWRU ID is made up of your initials followed by a three digit number. If your middle initial is not on file or you do not have a middle name, your CWRU Network ID will have an "x" as the middle letter.

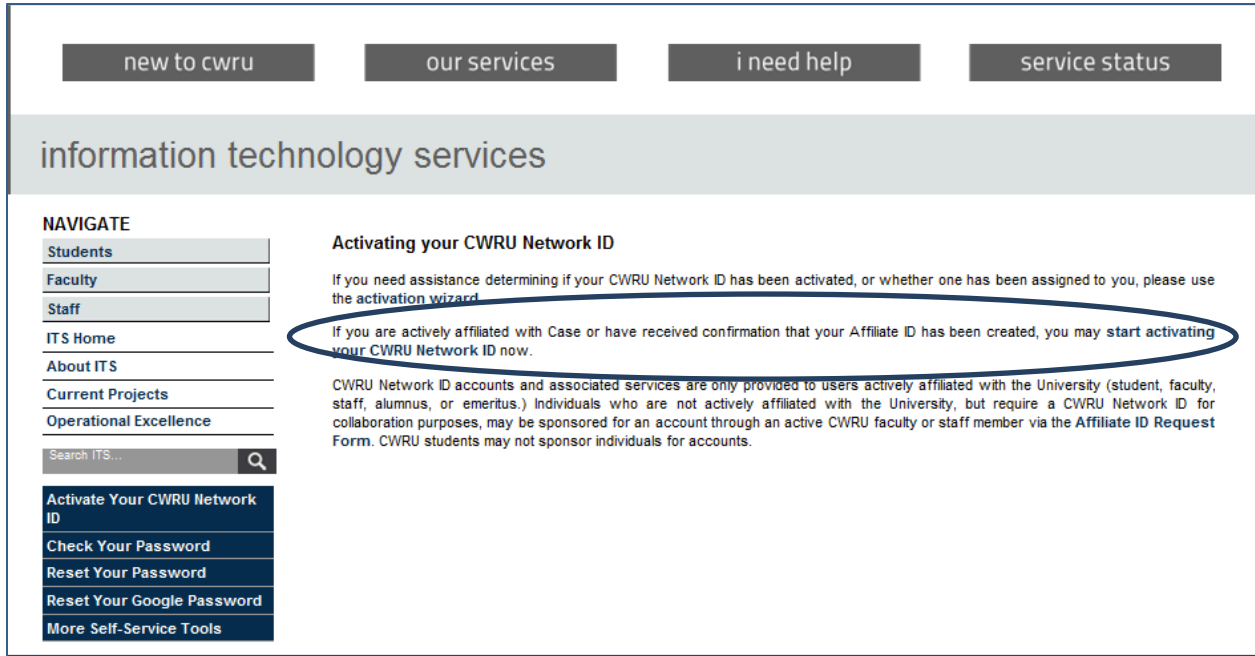
Example: kmc109

The PIN allows activation of your CWRU Network ID without requiring sensitive personal information. It is a combination of letters (A-Z) and numbers (0-9) and is used only to activate your CWRU Network ID.

If you were not supplied a CWRU ID or PIN or have lost or forgotten them, please contact the CWRU Information Technology Services (ITS) Service Desk at 216.368.HELP (4357).

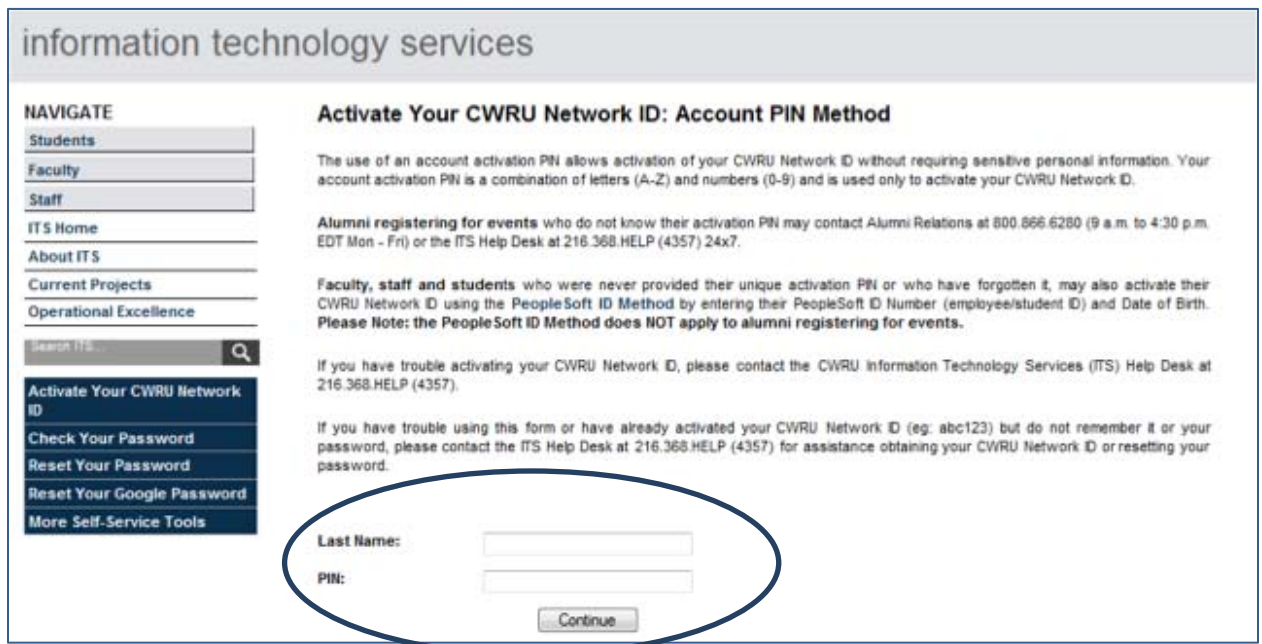
Activating a CWRU ID

1. To activate your network ID, open an Internet browser (e.g. Internet Explorer or Mozilla Firefox) and go to https://its-services.case.edu/my-case-identity/activate.new/get_pin/
2. Click, "**start activating your CWRU Network ID.**"



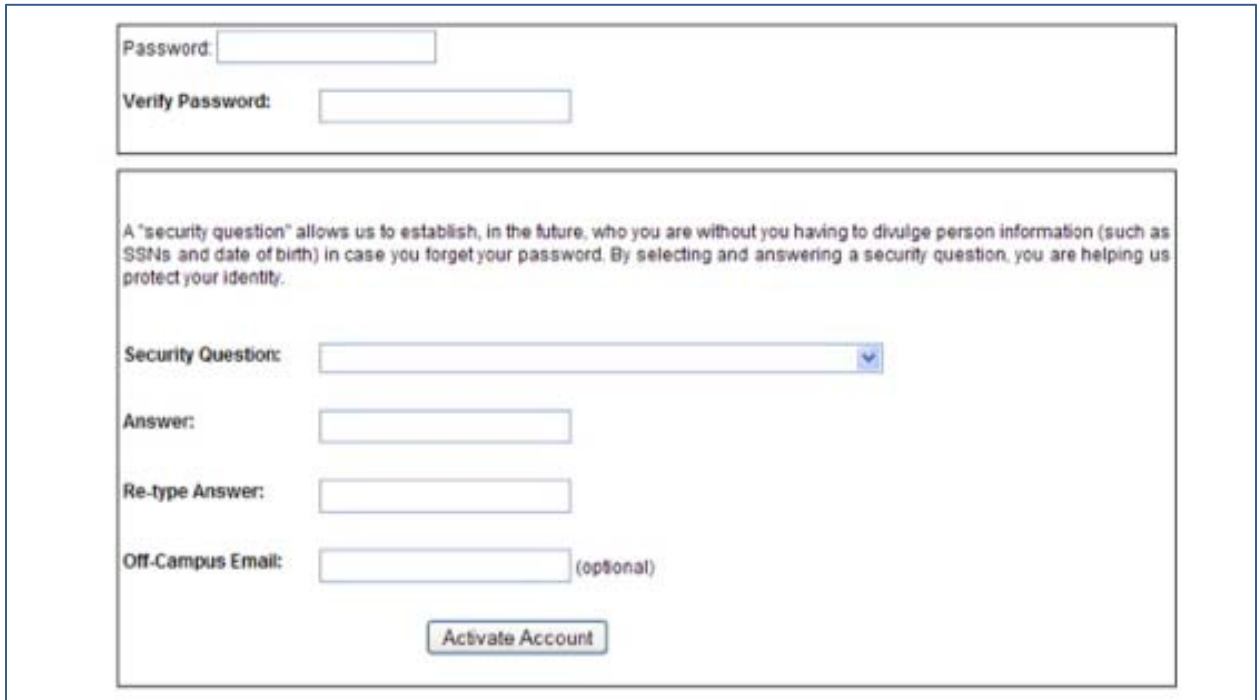
The screenshot shows the 'information technology services' page. At the top, there are navigation buttons: 'new to cwr', 'our services', 'i need help', and 'service status'. Below this is a header for 'information technology services'. On the left is a 'NAVIGATE' menu with links for 'Students', 'Faculty', 'Staff', 'ITS Home', 'About ITS', 'Current Projects', and 'Operational Excellence'. Below the menu is a search bar and a list of self-service tools, including 'Activate Your CWRU Network ID'. The main content area is titled 'Activating your CWRU Network ID'. It contains three paragraphs of text. The second paragraph, which describes the activation process for active affiliates, is circled in blue. The first paragraph mentions an 'activation wizard'.

3. Enter your last name and pin. Click, “Continue.”



The screenshot shows the 'information technology services' page with the title 'Activate Your CWRU Network ID: Account PIN Method'. The left navigation menu is visible. The main content area contains several paragraphs of text explaining the account activation process. At the bottom, there is a form with two input fields: 'Last Name:' and 'PIN:'. A 'Continue' button is located below the 'PIN:' field. The entire form area is circled in blue.

4. You will then be prompted to choose a **password**, security question and **off-campus** email address.



Password:

Verify Password:

A "security question" allows us to establish, in the future, who you are without you having to divulge person information (such as SSNs and date of birth) in case you forget your password. By selecting and answering a security question, you are helping us protect your identity.

Security Question:

Answer:

Re-type Answer:

Off-Campus Email: (optional)

5. Choose a security question and answer that you will remember. In the event your password is forgotten, you will be prompted for the security information before your password is reset. This protects your account from unauthorized access and provides a second level of security beyond your normal ID and password.
6. Click, "**Activate Account.**" You will see the following message:

Your CWRU Network ID has been activated. Please remember that your CWRU Network ID is XXX and the password that you just created. It will be what you use to login to any CWRU online service that prompts you for a Network ID.

You can access your new email account by going to <http://webmail.case.edu>. This will take you to the Single Sign-On page where you will enter your new CWRU Network ID and password. You will then be redirected to your mailbox. Please take the time to setup your mailbox and bookmark <http://webmail.case.edu> for further use.

Please see <http://help.case.edu/Training-Documents/CWRU-email-reference-guides-and-videos/78/> for instructions on setting up Outlook, Thunderbird, Mac Mail or your handheld device to use CWRU Google Mail.

Password

The following password complexity requirements are mandatory for all CWRU accounts:

1. Must contain eight or more characters
2. Must include at least three of the following:
 - a. Uppercase letters
 - b. Lowercase letters
 - c. Numerals
 - d. Punctuation

When using common dictionary words, no more than four consecutive letters can be used.

Helpful Hints:

Choose a common dictionary word and mix in the above-mentioned components to garble the word. For instance, use an eight-letter word mixed with upper case, lower case and numbers:

Example: snoozing → Sn00z1ng

Use the first letter of a phrase. Mix punctuation with upper-case letters and numbers. Remember, it must be eight or more characters.

Example: Will you please help me set my first password → WYPHMSM1P!

Click [here](#) for more information on password policy.