Begin by logging into the SIS at 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 16.
   - To reset an Authorized User's password, go to step 19.
   - To modify an Authorized User's role(s), go to step 24.

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. An email is sent to the Authorized User with a temporary password, but you are responsible for communicating the User ID to them.

    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.

Disable Authorized User

13. Locate and click on the Authorized User to be disabled. The **Authorized User Setup** screen appears.

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

15. Click **Save**.

This completes the process of disabling an Authorized User account.

Reactivate Authorized User

16. Locate and click on the Authorized User to be reactivated. The **Authorized User Setup** screen appears.

17. Change the **Lock User?** selection from Yes to No to reactivate the Authorized User account.

18. Click **Save**.

This completes the process of reactivating an Authorized User account.

Reset Authorized User's Password

19. Locate and click on the Authorized User for whom the password should be reset. The **Authorized User Setup** screen appears.

20. Click the **Reset Password** button. Confirm that you would like to change the password by clicking **Yes**. A password reset email is sent to the Authorized User.

21. Click **OK**.

    This completes the process of resetting the password for an Authorized User.

Modify Authorized User's Role

22. Locate and click on the Authorized User for whom the role should be modified. The **Authorized User Setup** screen appears.

23. Modify the Authorized User's roles by changing the **Role** selection from No to Yes to grant access, or from Yes to No to remove access.

    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.

24. Click **Save.**

This completes the process of modifying roles for an authorized user.