

CWRU Network ID: Students

What is a CWRU Network ID?

Your CWRU Network ID allows you to gain access to technology resources that are reserved for members of Case Western Reserve University, including the campus network and email. Network IDs are distributed to active students, faculty and staff. They can also be obtained by other individuals affiliated with the CWRU community, such as staff members at University Hospitals and the VA Hospital.

Also known as a username or login, the Network ID is composed of your three initials followed by a series of one to three numbers, e.g., *kxc102*. 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.

Getting a CWRU Network ID

Network IDs can be obtained by students at the time of admission or commitment to the university, depending on the office or school to which they apply. Your Network ID is given to you during the activation process (see below).

You will receive a four-character PIN from your admissions office or school. The PIN allows you to retrieve and activate your CWRU Network ID without having to use sensitive personal information. You will only use to activate the CWRU Network ID. The PIN is a combination of letters (A-Z) and numbers (0-9).

If you were not supplied a PIN or have lost or forgotten it, please contact the CWRU Information Technology Services (ITS) Service Desk at 216.368.HELP (4357). If your admissions office/school sent you a seven (7) digit code, instead, please see the directions here to activate your Network ID ([needs link to ITS_KBA_CWRUNetworkID_FacultyStaff](#)). If you’ve activated your CWRU Network ID but have forgotten it, the [Network ID verification wizard](#) can help you retrieve it and create a new password.

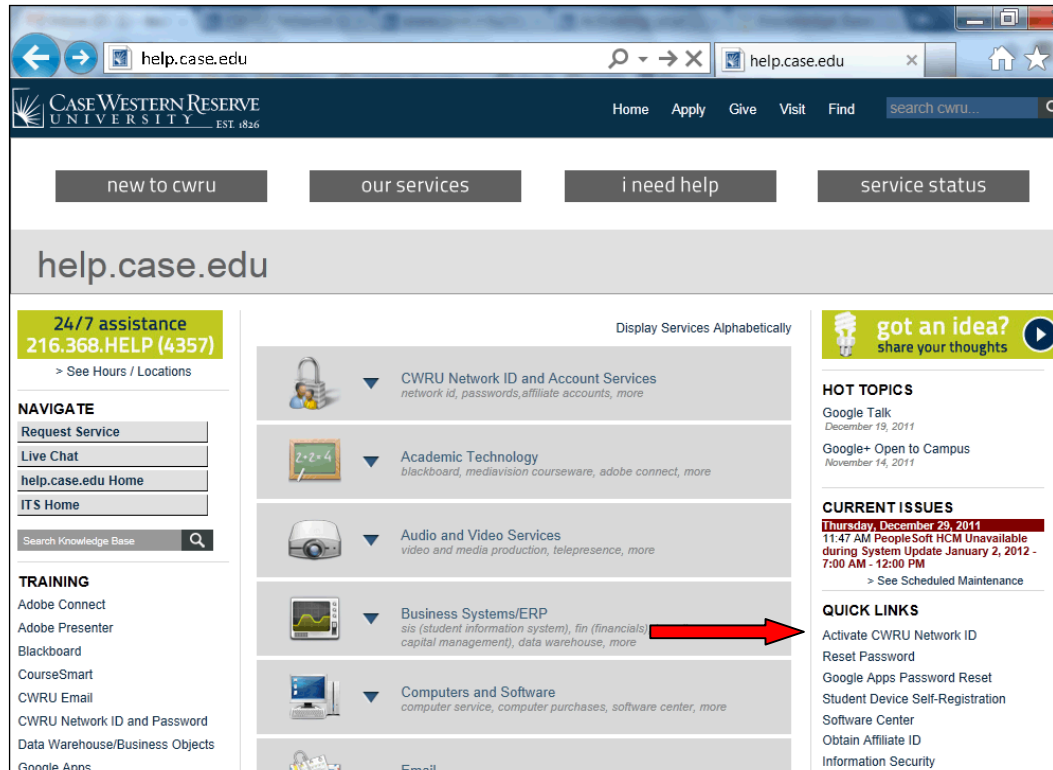
If you were previously a student or employed at CWRU, you may already have a Network ID. To determine if your ID is active, please use the [Network ID verification wizard](#) to retrieve it and create a new password, if necessary.

Activation Process

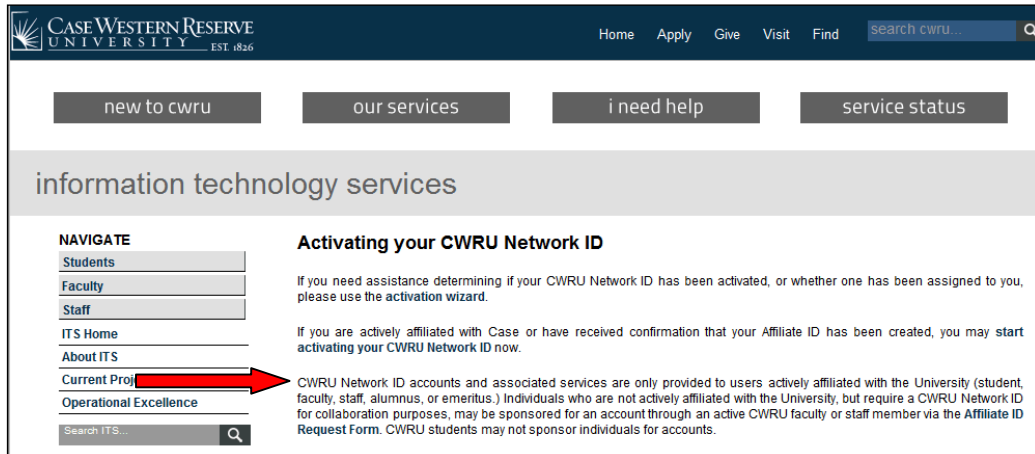
Begin by locating the PIN number sent to you by your admitting office or school.

Step	Action
1.	Open an Internet browser (e.g. Internet Explorer, Firefox, Chrome) and enter help.case.edu into the address bar.

Step	Action
	or Enter https://its-services.case.edu/my-case-identity/activate/index.cgi into your web browser's address bar. Go to step 4 on page 3



Step	Action
2.	Click the Activate CWRU Network ID link under "Quick Links."



Home Apply Give Visit Find search cwr...

new to cwr | our services | i need help | service status

information technology services

NAVIGATE

- Students
- Faculty
- Staff
- ITS Home
- About ITS
- Current Projects
- Operational Excellence

Search ITS...

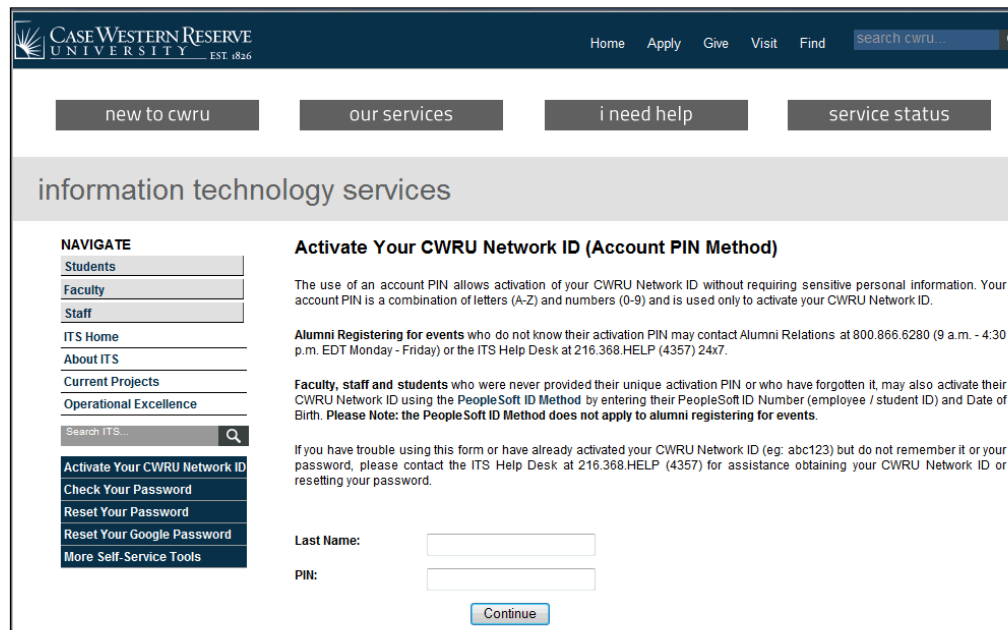
Activating your CWRU Network ID

If you need assistance determining if your CWRU Network ID has been activated, or whether one has been assigned to you, please use the activation wizard.

If you are actively affiliated with Case or have received confirmation that your Affiliate ID has been created, you may start activating your CWRU Network ID now.

CWRU Network ID accounts and associated services are only provided to users actively affiliated with the University (student, faculty, staff, alumnus, or emeritus.) Individuals who are not actively affiliated with the University, but require a CWRU Network ID for collaboration purposes, may be sponsored for an account through an active CWRU faculty or staff member via the **Affiliate ID Request Form**. CWRU students may not sponsor individuals for accounts.

Step	Action
3.	Click the start activating your CWRU Network ID link.



Home Apply Give Visit Find search cwr...

new to cwr | our services | i need help | service status

information technology services

NAVIGATE

- Students
- Faculty
- Staff
- ITS Home
- About ITS
- Current Projects
- Operational Excellence
- Activate Your CWRU Network ID
- Check Your Password
- Reset Your Password
- Reset Your Google Password
- More Self-Service Tools

Search ITS...

Activate Your CWRU Network ID (Account PIN Method)

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


Alumni Registering for events who do not know their activation PIN may contact Alumni Relations at 800.866.6280 (9 a.m. - 4:30 p.m. EDT Monday - Friday) or the ITS Help Desk at 216.368.HELP (4357) 24x7.

Faculty, staff and students who were never provided their unique activation PIN or who have forgotten it, may also activate their CWRU Network ID using the **PeopleSoft ID Method** by entering their PeopleSoft ID Number (employee / student ID) and Date of Birth. **Please Note: the PeopleSoft ID Method does not apply to alumni registering for events.**

If you have trouble using this form or have already activated your CWRU Network ID (eg: abc123) but do not remember it or your password, please contact the ITS Help Desk at 216.368.HELP (4357) for assistance obtaining your CWRU Network ID or resetting your password.

Last Name:

PIN:

Step	Action
4.	Enter your last name into the Last Name field. Enter your PIN number into the PIN field.
5.	Click the Continue button. 
6.	You are prompted to choose a password and security question, and provide an off-campus email address.

Choose a security question and answer that you will remember. In the event that you forget your password, you will be prompted to answer this question before being allowed to create a new password. This protects your account from unauthorized access and provides a second level of security beyond your normal ID and password.

The off-campus email address is optional, but allows ITS to contact you with a password reset link if you should forget both your password and the answer to your security question.

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

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
3. Cannot use more than six consecutive letters from a word found in the dictionary

Helpful Hints:

- Choose a common dictionary word and mix in the above-mentioned components to scramble the word. For instance, use an eight-letter word mixed with upper case, lower case and numbers. For example, "snoozing" would become Sn00z1ng.
- Use the first letter of a phrase. Mix punctuation with upper-case letters and numbers. For example, "Will you please help me set my first password?" would become WYPHMSM1P?

Visit case.edu/its/policy/Univ_password.html to read more about the university password policy.

Step	Action
7.	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 set up your mailbox and bookmark <http://webmail.case.edu> for further use."

Step	Action
8.	This completes the process of setting up your CWRU Network ID. End of Activation Process.