

## Activate Employee CWRU Network ID

### Concept

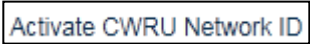
Your Case Western Reserve University Network ID is your key to entering your email, the campus high speed network, launchpad.case.edu, enterprise resources, and oftentimes your computer. You will not know your CWRU Network ID until you have performed the activation process.

If you were previously a student or employed at CWRU, you may already have a CWRU Network ID. To determine if your ID is active, please use these directions and select the Activation Wizard in step 3.

### Procedure

Use these directions to activate your CWRU Network ID.

Begin by opening your Internet browser and going to *case.edu/its*

Step	Action
1.	Locate the <b>Quick Links</b> section of the page.  Click the <b>Activate CWRU Network ID</b> link. 

#### 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.

Step	Action
2.	A new page appears.  Click the <b>start activating your CWRU Network ID</b> link.

If you are a former student or employee and unsure of whether or not your network ID is active, you can click on the **activation wizard** link. The activation wizard will determine if your network ID is active or not.

## Information Technology Reference Guide

### Activate CWRU Network ID

#### 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.

Step	Action
3.	A new page appears.  Click the <b>PeopleSoft ID Method</b> link. 

**Last Name:**

**7 Digit PS ID:**

**Date of Birth:**

Step	Action
4.	The <b>Activate Your CWRU Network ID: PeopleSoft ID Method</b> page appears.  Enter your last name into the <b>Last Name:</b> field.
5.	Enter your Employee ID into the <b>7 Digit PS ID:</b> field.  Your Employee ID can be found on the front of your New Employee Orientation folder.
6.	Enter your birth date into the <b>Date of Birth:</b> fields.
7.	Click the <b>Activate Account</b> button. 
8.	The system will respond with your CWRU Network ID. You will be prompted to set a password and choose security questions. <b>End of Procedure.</b>