



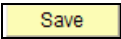


Create an Authorized User

1.	On the Student Information System Sign In page, enter your Case Network ID into the User ID field.
2.	Enter the associated password into the Password field.
3.	Click the Sign In button. 
4.	The Student Center appears. In the Personal Information section at the bottom of the screen, click the Authorized Users link. 
5.	The Authorized Guest Summary screen appears. Click the Add New User button. 
6.	The Authorized Guest Setup screen appears. Enter a User ID of at least 8 characters into the User ID field. This User ID must be in all caps and be unique to the SIS. This is the User ID that the individual will use on the Student Information System Sign In screen.
7.	Enter the user's full name into the Name field.
8.	Enter a password into the Password field. This is the password that the user will use to access the SIS. The password must be at least 8 characters long, and it is case-sensitive. For tips on creating a secure password, click on the Click here to view password recommendations link.
9.	Re-enter the password into the Re-enter Password field. Please do not cut and paste the password.
10.	Next, assign the authorized user a Role . Read the Description of each role. It lists the pages and types of information to which the user will have access. Select the role that you wish this authorized user to have. 
11.	Enter the email address used by the authorized user into the Guest's Email Address field. This email address will be used to notify the authorized user of the account that has been created for them in the SIS.

12.	Re-enter the email address into the Re-enter Email Address field. Please do not cut and paste the email address.
13.	Read the authorized user agreement. To agree to the creation of the authorized user, click the Agree checkbox. If you do not wish to create an authorized user after reading the agreement, click the Cancel button at the bottom of the page. <input data-bbox="380 489 412 520" type="checkbox"/>
14.	Click the Save button to save this authorized user account. 
15.	This completes the process of creating an Authorized User account. NOTE: An email will be sent to the email address provided in the Guest Email Address field. This email will contain the authorized user's USER ID and a link to the SIS. For security reasons, you must communicate the password to the authorized user separately. End of Procedure.