

## Create an Authorized User

### Concept

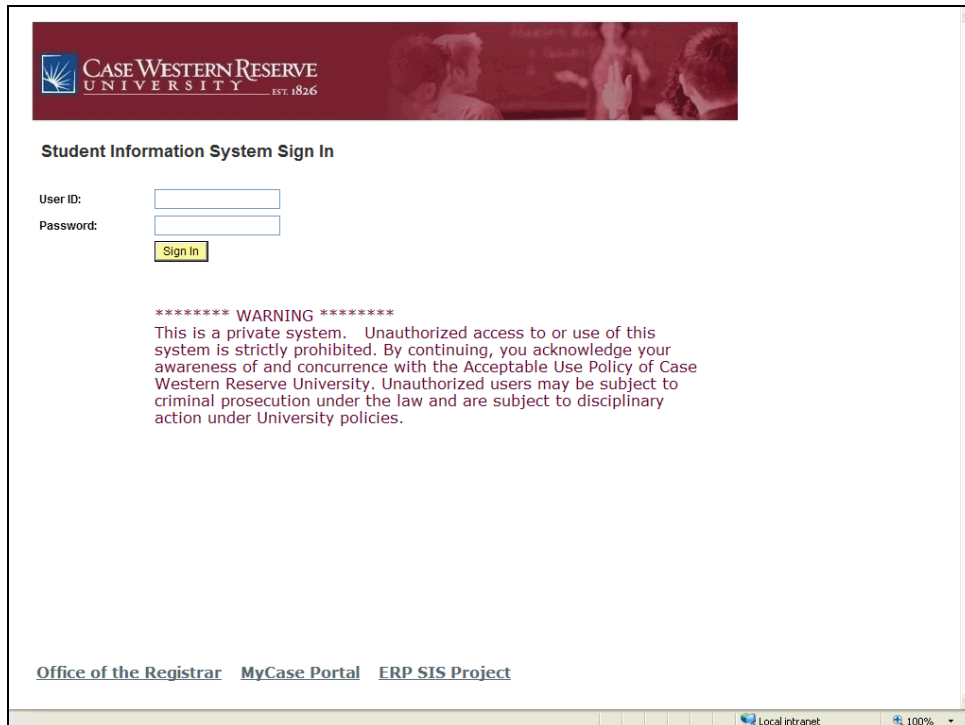
This business process demonstrates how to create an authorized user who will have access to your Student Center in the SIS.

An authorized user is someone (such as a parent or guardian) to whom you grant access to all or portions of your Student Center. There are three levels of authorized user access:

- Access Student Center - this gives an authorized user complete access to your academic, financial and personal data. This includes class schedules, exam schedules, grades, holds, outstanding balances, and student account transactions.
- Access Academics Only - this gives an authorized user access to only your academic information, such as your grades, class schedule, and exam schedule.
- Access Financials Only - this gives an authorized user access to only your financial information, such as your outstanding balance, online payment processing and holds.

### Procedure

Use the Create an Authorized User business process to create an authorized user who has access to your account in SIS.



**Student Information System Sign In**

User ID:

Password:

\*\*\*\*\* WARNING \*\*\*\*\*  
This is a private system. Unauthorized access to or use of this system is strictly prohibited. By continuing, you acknowledge your awareness of and concurrence with the Acceptable Use Policy of Case Western Reserve University. Unauthorized users may be subject to criminal prosecution under the law and are subject to disciplinary action under University policies.

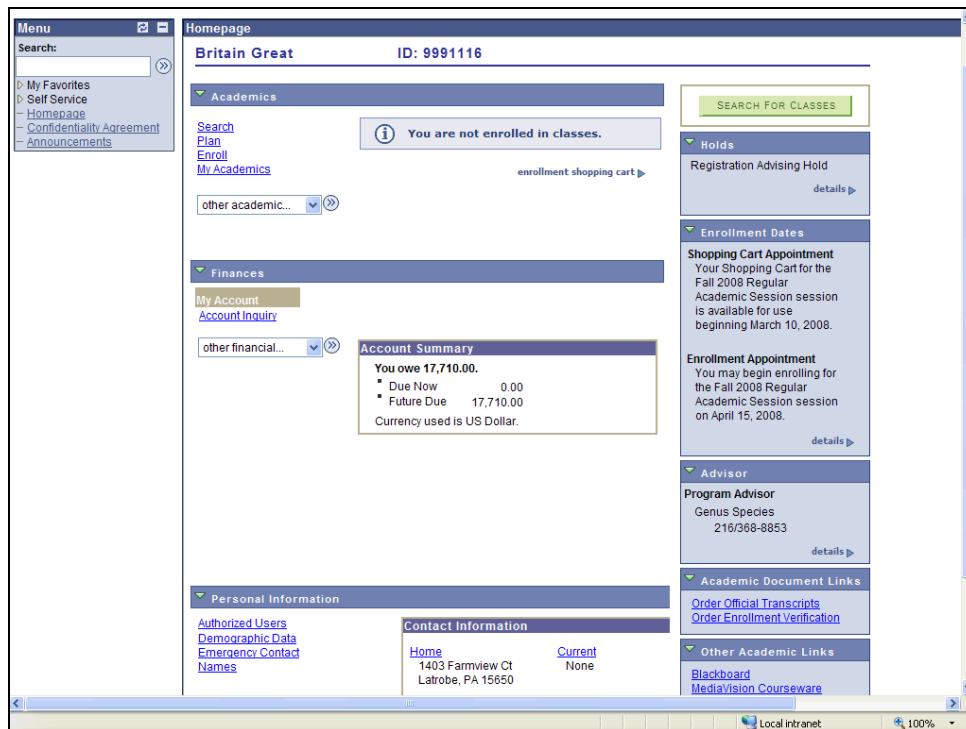
[Office of the Registrar](#) [MyCase Portal](#) [ERP SIS Project](#)

Local Intranet 100%

# Business Process Document

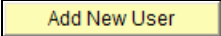
## Authorized Users: Create an Authorized User

Step	Action
1.	On the Student Information System Sign In page, enter your Case Network ID into the <b>User ID</b> field.
2.	Enter the associated password into the <b>Password</b> field.
3.	Click the <b>Sign In</b> button.



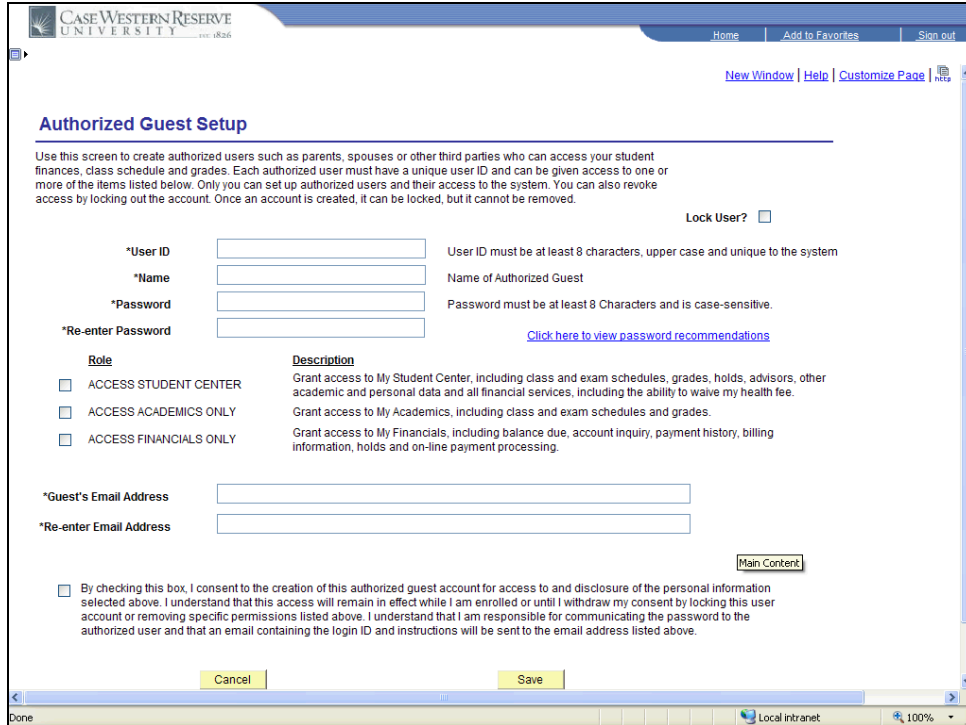
Step	Action
4.	The Student Center appears.  In the Personal Information section at the bottom of the screen, click the <b>Authorized Users</b> link.



Step	Action
5.	<p>The Authorized Guest Summary screen appears.</p> <p>Click the <b>Add New User</b> button.</p> 

# Business Process Document

## Authorized Users: Create an Authorized User



**Authorized Guest Setup**

Use this screen to create authorized users such as parents, spouses or other third parties who can access your student finances, class schedule and grades. Each authorized user must have a unique user ID and can be given access to one or more of the items listed below. Only you can set up authorized users and their access to the system. You can also revoke access by locking out the account. Once an account is created, it can be locked, but it cannot be removed.

Lock User?

\*User ID  User ID must be at least 8 characters, upper case and unique to the system

\*Name  Name of Authorized Guest

\*Password  Password must be at least 8 Characters and is case-sensitive.

\*Re-enter Password  [Click here to view password recommendations](#)

Role	Description
<input type="checkbox"/> ACCESS STUDENT CENTER	Grant access to My Student Center, including class and exam schedules, grades, holds, advisors, other academic and personal data and all financial services, including the ability to waive my health fee.
<input type="checkbox"/> ACCESS ACADEMICS ONLY	Grant access to My Academics, including class and exam schedules and grades.
<input type="checkbox"/> ACCESS FINANCIALS ONLY	Grant access to My Financials, including balance due, account inquiry, payment history, billing information, holds and on-line payment processing.


\*Guest's Email Address

\*Re-enter Email Address

[Main Content](#)

By checking this box, I consent to the creation of this authorized guest account for access to and disclosure of the personal information selected above. I understand that this access will remain in effect while I am enrolled or until I withdraw my consent by locking this user account or removing specific permissions listed above. I understand that I am responsible for communicating the password to the authorized user and that an email containing the login ID and instructions will be sent to the email address listed above.

Step	Action
6.	<p>The Authorized Guest Setup screen appears.</p> <p>Enter a User ID of at least 8 characters into the <b>User ID</b> field. This User ID must be in all caps and be unique to the SIS.</p> <p>This is the User ID that the individual will use on the Student Information System Sign In screen.</p>
7.	Enter the user's full name into the <b>Name</b> field.
8.	<p>Enter a password into the <b>Password</b> field. This is the password that the user will use to access the SIS.</p> <p>The password must be at least 8 characters long, and it is case-sensitive. For tips on creating a secure password, click on the <b>Click here to view password recommendations</b> link.</p>
9.	<p>Re-enter the password into the <b>Re-enter Password</b> field.</p> <p><b>Please do not cut and paste the password.</b></p>
10.	<p>Next, assign the authorized user a <b>Role</b>.</p> <p>Read the <b>Description</b> 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.</p> <p><input type="checkbox"/></p>

Step	Action
11.	Enter the email address used by the authorized user into the <b>Guest's Email Address</b> 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 <b>Re-enter Email Address</b> field. <b>Please do not cut and paste the email address.</b>
13.	Read the authorized user agreement. To agree to the creation of the authorized user, click the <b>Agree</b> checkbox.  If you do not wish to create an authorized user after reading the agreement, click the <b>Cancel</b> button at the bottom of the page. 

Use this screen to create authorized users such as parents, spouses or other third parties who can access your student finances, class schedule and grades. Each authorized user must have a unique user ID and can be given access to one or more of the items listed below. Only you can set up authorized users and their access to the system. You can also revoke access by locking out the account. Once an account is created, it can be locked, but it cannot be removed.

Lock User?

\*User ID: MOM\_AND\_DAD (User ID must be at least 8 characters, upper case and unique to the system)

\*Name: Ken and Barbie Mattel (Name of Authorized Guest)

\*Password: [masked] (Password must be at least 8 Characters and is case-sensitive)

\*Re-enter Password: [masked] ([Click here to view password recommendations](#))

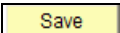
Role	Description
<input checked="" type="checkbox"/> ACCESS STUDENT CENTER	Grant access to My Student Center, including class and exam schedules, grades, holds, advisors, other academic and personal data and all financial services, including the ability to waive my health fee.
<input type="checkbox"/> ACCESS ACADEMICS ONLY	Grant access to My Academics, including class and exam schedules and grades.
<input type="checkbox"/> ACCESS FINANCIALS ONLY	Grant access to My Financials, including balance due, account inquiry, payment history, billing information, holds and on-line payment processing.

\*Guest's Email Address: ken\_and\_barbie@hotmail.com

\*Re-enter Email Address: ken\_and\_barbie@hotmail.com

By checking this box, I consent to the creation of this authorized guest account for access to and disclosure of the personal information selected above. I understand that this access will remain in effect while I am enrolled or until I withdraw my consent by locking this user account or removing specific permissions listed above. I understand that I am responsible for communicating the password to the authorized user and that an email containing the login ID and instructions will be sent to the email address listed above.

Buttons: Cancel, Save

Step	Action
14.	Click the <b>Save</b> button to save this authorized user account. 

# Business Process Document

## Authorized Users: Create an Authorized User

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Step	Action
15.	<p>This completes the process of creating an Authorized User account.</p> <p><b>NOTE:</b> 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.</p> <p><b>End of Procedure.</b></p>