

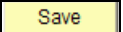


Disable an Authorized User

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, click the Authorized Users link. Authorized Users
5.	The Authorized Guest Summary screen appears. Locate the authorized user that is to be locked out. Click the Review/Edit button. 
6.	The Authorized Guest Setup screen appears. Click the Lock User? checkbox to disable the authorized user account. This will prevent the user from accessing your student information. <input type="checkbox"/>
7.	Click the Save button. 
8.	This completes the process of disabling an authorized user account in the SIS. End of Procedure.