

Faculty members of the Case Western Reserve University School of Medicine -- whether full- or part time, whether paid by Case or not -- should attend to two important matters: 1) establish a Case Network Account and User ID; and 2) get a Case ID card.

1) Establish your Case Network Account and User ID. Why? If you are a Case employee, you will want to use the Case account as your primary email address. Even if you are employed by a non-Case entity, such as one of the medical schools affiliated hospitals, opening a Case Network Account will provide you with electronic access to the libraries (and their valuable electronic access to professional journals and other resources), the on-line Case telephone and email Directory, and the Spiderweb system (which permits full-time faculty to complete the required annual Conflict of Interest Survey on line).

Those faculty members who receive a Case paycheck will automatically be provided a Case Network Account and assigned a User ID (9 digit ssn). They must then **activate** their account by visiting the Case Western Reserve University Information Technology Services Help Desk web site <http://help.case.edu/reg/caseid/> From there, choose the [Account activation page](#) .

Those faculty members who do not receive a Case paycheck must first **request** a Case Network account with assigned User ID by calling 216-368-HELP. Once a Case Network Account and User ID (9 digit ssn) is set up, these faculty members must **activate** their account following the steps above.

2) Get a Case ID card. All full- and part time faculty, whether or not receiving a Case paycheck, are eligible to and should get a Case ID card. Why? The identification card is necessary to enter all medical school buildings and many other Case campus buildings, such as the Veale Center (physical education building and pools) and the University libraries. Access to buildings is handled on an individualized basis, coded on each card.

Issuance of University ID cards is the responsibility of Access Services. You can visit their web site at <https://case.edu/finadmin/finadmin.html>. From this page, select the choice "Campus Services" and then within "Campus Services" select "Access Services." In some parts of the website, the Case ID card is referred to as the CaseOneCard.

Obtaining a Case ID requires that you physically appear at the Access Services office to have your ID picture taken and complete the paperwork. Access Services is located in Room 18 in Crawford Hall on the Case campus. Their normal hours of operation are Monday, Wednesday, Thursday, and Friday 8:30 a.m. 5:00 p.m. and Tuesday 8:30 a.m. 6:00 p.m. Access Services may be reached by phone at 216-368-2724.

Those faculty members who receive a Case paycheck must first attend a faculty orientation meeting hosted by the Department of Human Resources and will then be given authorization paperwork that allows them to proceed to Access Services for an ID. Faculty on the Case payroll should call Benefits Administration at 216-368-6781 to make arrangements to attend orientation. In order to have Case issue an ID card, faculty members must present proof of identification in the form of a passport, a driver's license, or a state picture ID.

Those faculty members who do not receive a Case paycheck must present a copy of their faculty appointment letter or form directly to Access Services (along with proof of identification in the form of a passport, a drivers license or a state picture ID). If you do not have a copy of your current appointment letter or form you may contact the administrative office of your academic department or the Office of Faculty Affairs, 368-6201 to request a duplicate copy.