

# Process: Long-Term CRT Account and Device Setup

## Step 1: Entry into Cases21

- The user's details must be **added to Cases21**.
- This action will automatically **provision accounts in both Compass and Canvas**.

## Step 2: @education Email Setup

- The user **must have an active @education email account**.
- If not already created, this step should be initiated as soon as possible.

## Step 3: Temporary Access

- While waiting for **@education email and Cases21 entry to be completed**, the Long-Term CRT may **use a standard CRT laptop**.
- **Maximum temporary use time: 2 weeks**.

## Step 4: Device Setup

- Once **@education email is active** and **Cases21 entry is confirmed**, the IT team can **begin setting up a dedicated device** for the Long-Term CRT.

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