

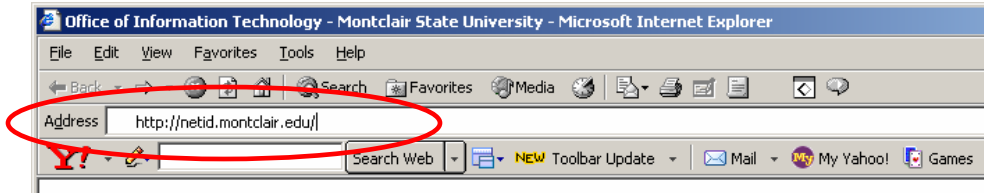


# How to Activate Your NetID (Faculty and Staff)

Your **NetID** is your individual key to technology resources at MSU. These resources include your e-mail account, MSU internet dial-up service and others. For more information please visit [oit.montclair.edu](http://oit.montclair.edu)

Each NetID is linked to your personal information at MSU. NetID passwords **MUST** be between 8 and 24 characters long and **MUST** contain at least 2 non-alphabetical characters. NetID passwords are case-sensitive.

- 1) Open up a web browser such as Mozilla or Internet Explorer. In your web browser type the address **http://netid.montclair.edu** and press **Enter**



The **MSU NetID Account Form** screen will appear. Faculty and staff registrations are completed on the right side of the screen.



## MSU NETID ACCOUNT FORM

Your MSU NetID is your electronic identification. Use it to access your MSU E-mail, ISP account, etc. Login below to create or manage your MSU NetID Account.

### Students

Campus Wide Identifier (CWID):   
PIN (ex: 010185):

Login

- If you don't know your CWID, you can find it by logging into [WESS](#).
- If you don't know your six-digit Personal ID Number (PIN), please contact the Registrar at (973) 655-4376.
- Please note that a PIN reset by the Registrar will not take effect until the following business day.


### Faculty & Staff

Employee ID# (SS#):   
PIN (ex: 010185):

Login

- If you don't know your six-digit Personal ID Number (PIN), please contact the Human Resources department at (973) 655-5490.
- Please note that a PIN reset by Human Resources will not take effect until the following business day.

- 2) Enter your information. Fill in your Social Security Number and your PIN number. If you do not know your PIN number, please contact the Human Resources department.
- 3) Once you have entered the information, press the **Login** button. The next screen will appear. This is the **Guidelines for Responsible Computing**. Please read and agree to the guidelines by typing **Yes** at the bottom of the screen. Press **Continue**

  
**MSU NetID Account Form  
for Faculty & Staff**

**You must agree to the following terms before continuing:**

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***GUIDELINES FOR RESPONSIBLE COMPUTING***

1. *SUMMARY*

The computing resources at Montclair State support the instructional, research, and administrative activities of the University. Examples of these computing resources include, but are not limited to, the central computing facilities, the campus-wide network, local-area networks, electronic mail, access to the Internet, voice mail, departmental networks, the public computing facilities and related services. Users of these services and facilities have

- 4) The next screen contains your personal information. If all of your personal information is correct, click on the **This Information is Correct** button to go to the next screen. If your information is not correct, click on the **cancel and logout link**, then contact the Human Resources department.
- 5) Once you have verified your information and clicked on the **This Information is Correct** button, the New Password screen will appear.

**MSU NetID Account Form  
for Faculty & Staff**

Please enter a new password.

- NetID passwords **MUST** be between 8 and 24 characters long and **MUST** contain at least 2 non-alphabetical characters.
- The quotation mark, apostrophe, and space characters are not valid characters.
- NetID passwords are Case-Sensitive.

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New Password:

Confirm New Password:

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**Please note: When you click this button, it may take a few minutes for your request to be processed. Please do not click any other buttons until you receive a response.**

- 6) Enter a password in the **New Password** box, then re-type it exactly the same way to confirm the new password. Your password must be between 8 and 24 characters long and must contain at least two non-alphabetical characters, such as a number. Keep in mind that your password is case-sensitive.
  
- 7) After you have entered your password, click on **Create my NetID Account** button. The next screen will appear with a message that your NetID account has been activated. Please take note of your NetID and keep your password in a safe place. To finish this process, make sure **Logout** is selected and click on the **Continue** button to exit the system.
  
- 8) To verify that your NetID is functioning, we recommend using the Montclair State University WebMail system. For more information on how to use it, please visit the OIT website for documentation.