



How to Activate Your NetID (Students)

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

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. Student registrations are completed on the left 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

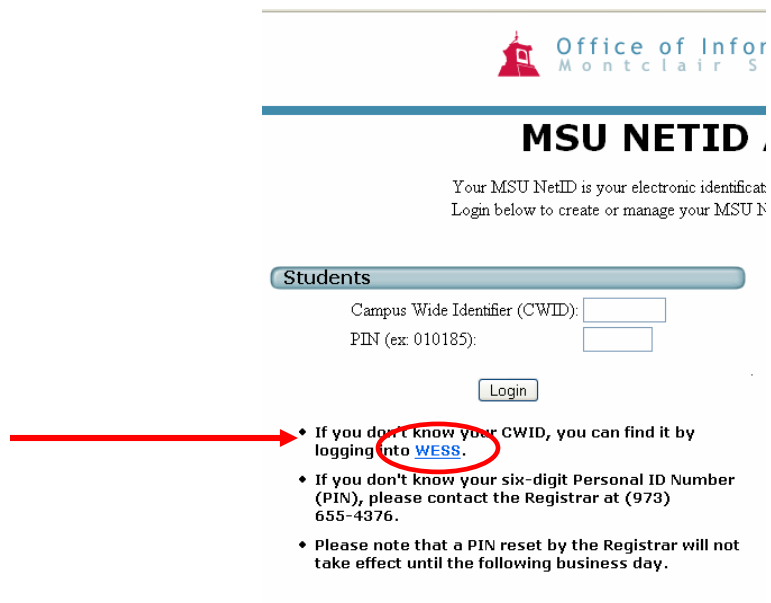
Employee ID# (SS#):

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 Campus Wide Identifier (CWID) and your PIN number. If you do not know your CWID, you can find it by logging onto WESS by clicking on the link under Login.



The image shows the MSU NETID login page. At the top, there is the Montclair State University logo and the text "Office of Information Systems". Below this is the heading "MSU NETID" and a sub-heading "Your MSU NetID is your electronic identification. Login below to create or manage your MSU NetID". There are two input fields: "Campus Wide Identifier (CWID):" and "PIN (ex: 010185):". A "Login" button is located below these fields. A red arrow points to a list of instructions below the login button. The first instruction, "If you don't know your CWID, you can find it by logging into WESS.", has "WESS" circled in red.

Office of Information Systems
MSU NETID
Your MSU NetID is your electronic identification.
Login below to create or manage your MSU NetID.

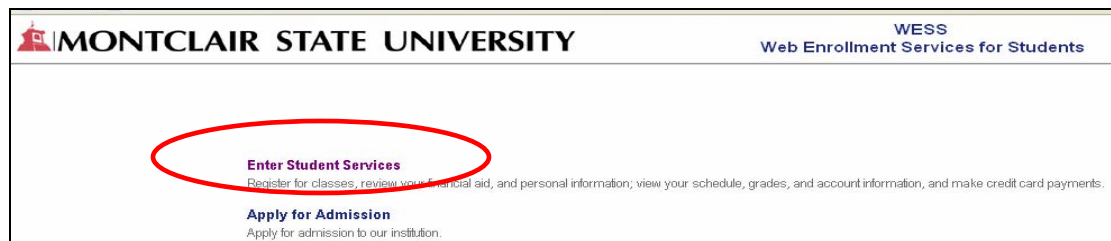
Students

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.

- 3) The WESS screen will appear. Click on **Enter Student Services**



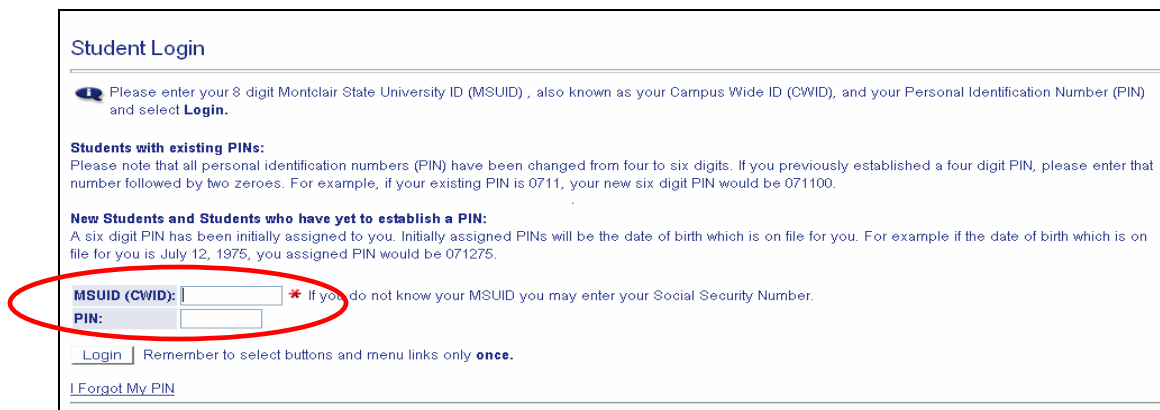
The image shows the WESS (Web Enrollment Services for Students) page. At the top, there is the Montclair State University logo and the text "MONTCLAIR STATE UNIVERSITY" and "WESS Web Enrollment Services for Students". In the center, there is a red oval around the "Enter Student Services" link. Below this link, there is a description: "Register for classes, review your financial aid, and personal information; view your schedule, grades, and account information, and make credit card payments." Below this, there is another link: "Apply for Admission" with the description "Apply for admission to our institution."

MONTCLAIR STATE UNIVERSITY
WESS
Web Enrollment Services for Students

Enter Student Services
Register for classes, review your financial aid, and personal information; view your schedule, grades, and account information, and make credit card payments.

Apply for Admission
Apply for admission to our institution.

- 4) Type your Social Security Number under **MSUID (CWID)** and enter your PIN. Press **Login**. Your CWID will be returned to you.



The image shows the Student Login page. At the top, there is the heading "Student Login". Below this, there is a message: "Please enter your 8 digit Montclair State University ID (MSUID), also known as your Campus Wide ID (CWID), and your Personal Identification Number (PIN) and select Login." There are two input fields: "MSUID (CWID):" and "PIN:". A red oval is drawn around the "MSUID (CWID):" field and the text "If you do not know your MSUID you may enter your Social Security Number." Below the input fields, there is a "Login" button and a "Remember to select buttons and menu links only once." link. At the bottom, there is a "Forgot My PIN" link.

Student Login

Please enter your 8 digit Montclair State University ID (MSUID), also known as your Campus Wide ID (CWID), and your Personal Identification Number (PIN) and select **Login**.

Students with existing PINs:
Please note that all personal identification numbers (PIN) have been changed from four to six digits. If you previously established a four digit PIN, please enter that number followed by two zeroes. For example, if your existing PIN is 0711, your new six digit PIN would be 071100.

New Students and Students who have yet to establish a PIN:
A six digit PIN has been initially assigned to you. Initially assigned PINs will be the date of birth which is on file for you. For example if the date of birth which is on file for you is July 12, 1975, you assigned PIN would be 071275.

MSUID (CWID): * If you do not know your MSUID you may enter your Social Security Number.
PIN:

Login Remember to select buttons and menu links only **once**.

[Forgot My PIN](#)

5) Return to the **MSU NetID Account Form** (<http://netid.montclair.edu>)

Office of Information Technology
Montclair State University

MSU NETID ACCOUNT FORM

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Login below to create or manage your MSU NetID Account.

Students

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

Login

Faculty & Staff

Employee ID# (SS#):
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 Human Resources

6) Enter your CWID and PIN and press the **Login** button. The next screen will appear. This is the **Guidelines for Responsible Computing**. Please read and agree to the guidelines. Once finished, scroll to the bottom and answer the question by typing **Yes**. Press **Continue**.

MSU NetID Account Form for Students

You must agree to the following terms before continuing:



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 access to valuable University resources, to sensitive data and to external networks. Consequently, it is appropriate for all users to behave in a responsible, ethical, and legal

7) 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 Registrar's office at MSU.

- 8) Once you have verified your information and clicked on the **This Information is Correct** button, the New Password screen will appear.

Office of Information Technology
Montclair State University 

MSU NetID Account Form for Students

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.

New Password:

Confirm New Password:

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.

- 9) 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.
- 10) 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.
- 11) 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.