

PROCESS FOR VOLUNTEER FACULTY TO OBTAIN A GUEST NETID

Purpose:

This document defines the workflow for RBHS Volunteer Faculty to obtain a Rutgers Guest NetID and remote access for RU Library Services. *Note, an RU email address is not automatically issued with a Guest NetID. See “Important Resources” below for the process to obtain a Rutgers Connect Account.*

Workflow:

Obtaining a Guest NetID

In order to obtain library services, a volunteer faculty member must first have a Guest NetID.

1. Volunteer faculty member will complete the [“Submit a Request as a new Guest”](#) form. Enter the following personal information:

First Name: *This is required*

Last Name: *This is required*

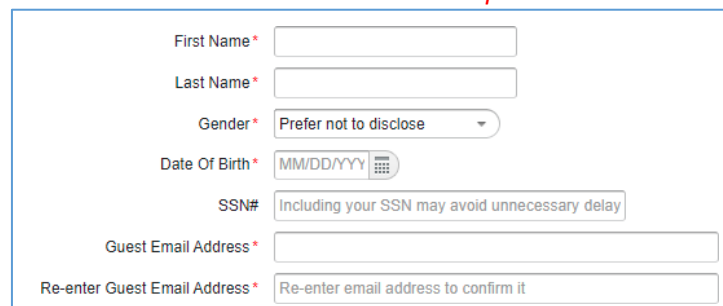
Gender: *This is required*

Date Of Birth: *This is required*

SSN#: ***This is required in order to activate your Guest NetID***

Guest Email Address: *This is required*

Re-enter Guest Email Address: *This is required*



First Name *

Last Name *

Gender *

Date Of Birth *

SSN#

Guest Email Address *

Re-enter Guest Email Address *

Enter the following information exactly as shown:

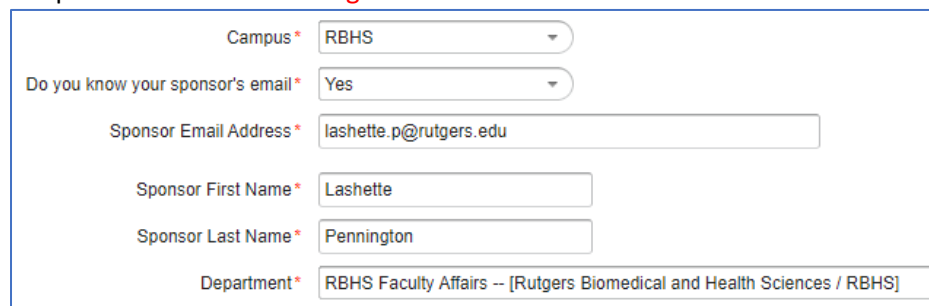
Designated Campus: *Please select “RBHS”*

Do you know your sponsor’s email: *Yes*

Sponsor Email Address: *Lashette.p@rutgers.edu*

Department: *RBHS Faculty Affairs*

Sponsor: *LaShette Pennington*



Campus *

Do you know your sponsor’s email *

Sponsor Email Address *

Sponsor First Name *

Sponsor Last Name *

Department *

Enter the following information:

Start Date: *Leave defaulted date*

End Date: *End date is 18 months after start; renewals are every 18 months*

Has the guest ever been affiliated with Rutgers: *If "Yes", please provide your previous NetID or be sure to have your birthdate and SSN# above correctly entered.*

Start Date *	02/18/2021
End Date *	08/18/2022
Has the guest ever been affiliated with Rutgers *	No
Notes	

2. After the sponsor approves the request for a Guest NetID, an email will be sent to activate the Guest NetID here: <https://netid.rutgers.edu/activateNetId.htm>.

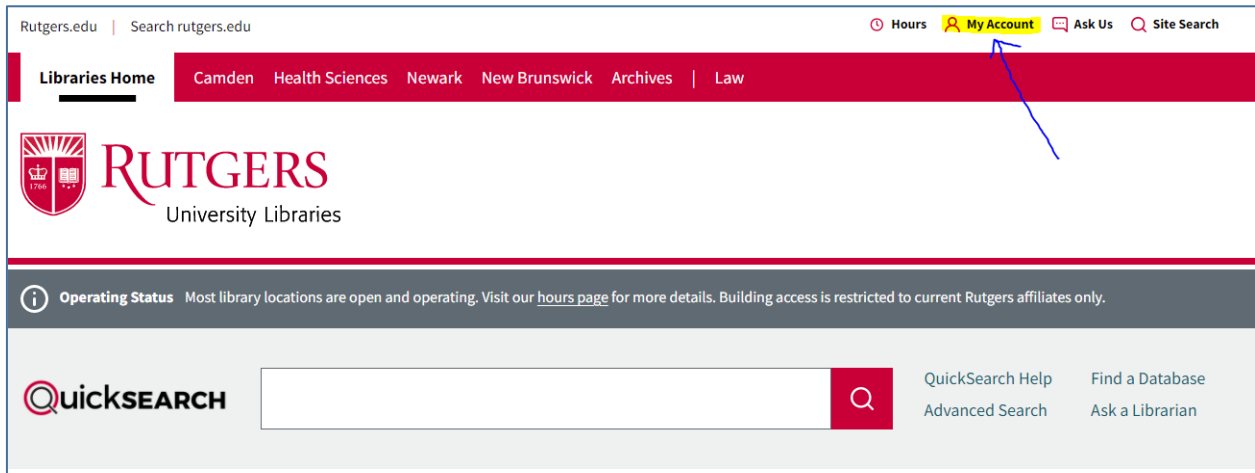
When the Guest NetID is activated, the faculty member shall provide the sponsor the Guest NetID via email to rbhsfacultyaffairs@ca.rutgers.edu.

PROCESS TO OBTAIN LIBRARY ACCESS FOR VOLUNTEER FACULTY

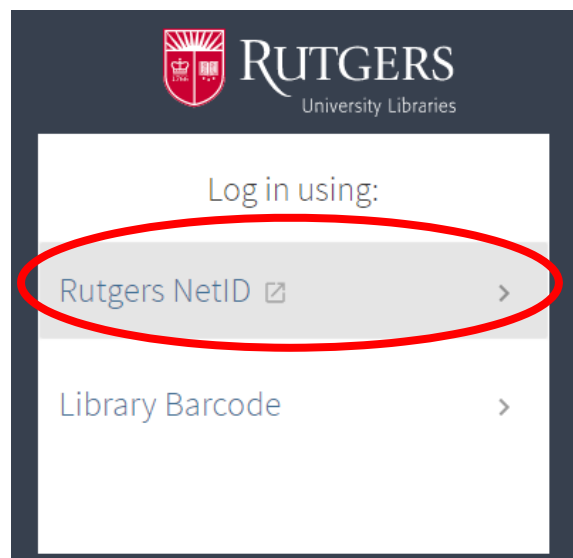
Accessing Library Services:

Once item 2 above is complete, the faculty member can access Library Services. **Library system updates are done on a weekly basis, so it could take up to 10 days to receive library access.**

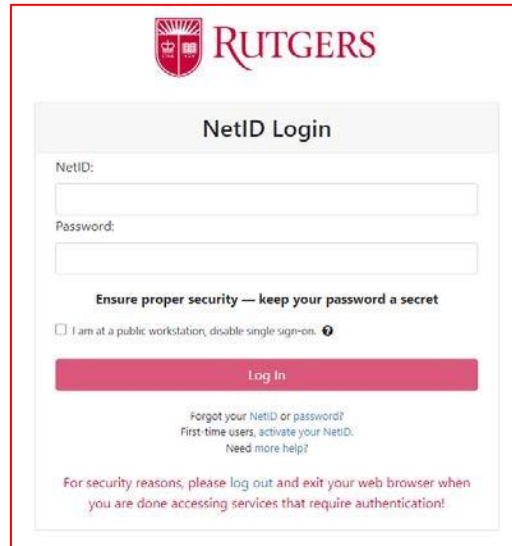
1. Volunteer Faculty will go to <https://www.libraries.rutgers.edu/> and click “My Account” in the upper right-hand corner of the screen.



2. Choose to log in using “Rutgers NetID”.



3. Enter your NetID credentials and click "LOGIN". Your name will now appear at the upper right-hand corner of the Search home page.

A screenshot of the Rutgers NetID Login page. At the top is the Rutgers University Libraries logo. Below it is a white box titled "NetID Login". Inside the box are two input fields: "NetID:" and "Password:". Below the password field is a security notice: "Ensure proper security — keep your password a secret". There is a checkbox labeled "I am at a public workstation, disable single sign-on." with a help icon. A red "Log In" button is below the checkbox. At the bottom of the box are links: "Forgot your NetID or password?", "First-time users, activate your NetID.", and "Need more help?". Below the box is a red banner with white text: "For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!"

4. Your name will now appear at the upper right-hand corner of the Search Page.



Important Resources:

1. Submit a Request as a new Guest: <https://requests.rutgers.edu/app/ui/#guestrequest>
2. Guest FAQ Page: <https://requests.rutgers.edu/guest/guestsfaq.htm>
3. Rutgers Guest Role/NetID Policy: <https://requests.rutgers.edu/guest/GuestPolicy.htm>
4. [Process to Obtain a Rutgers Connect Account \(email\)](#)