



## PROCESS TO OBTAIN LIBRARY ACCESS FOR VOLUNTEER FACULTY

### Purpose:

This document defines the workflow for RBHS Volunteer Faculty to obtain 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:

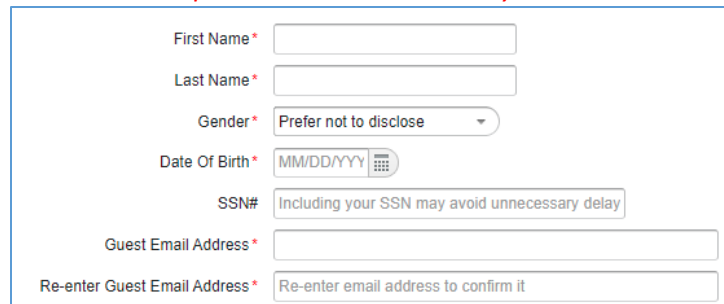
First Name:

Last Name:

Gender:

Date Of Birth: *This is required*

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

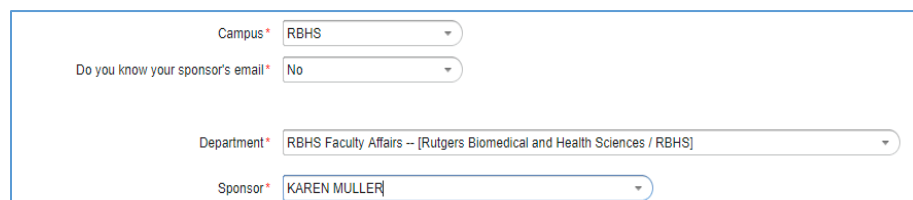
A screenshot of a web form for requesting a Guest NetID. The form is enclosed in a blue border and contains the following fields: "First Name\*" with a text input box; "Last Name\*" with a text input box; "Gender\*" with a dropdown menu showing "Prefer not to disclose"; "Date Of Birth\*" with a date picker showing "MM/DD/YYYY"; "SSN#" with a text input box and a note "Including your SSN may avoid unnecessary delay"; "Guest Email Address\*" with a text input box; and "Re-enter Guest Email Address\*" with a text input box and a note "Re-enter email address to confirm it".

Enter the following information exactly as shown:

Designated Campus: **RBHS**

Do you know your sponsor's email: **No** Department: RBHS Faculty Affairs

Sponsor: Karen Muller

A screenshot of a web form for requesting a Guest NetID. The form is enclosed in a blue border and contains the following fields: "Campus\*" with a dropdown menu showing "RBHS"; "Do you know your sponsor's email\*" with a dropdown menu showing "No"; "Department\*" with a dropdown menu showing "RBHS Faculty Affairs -- [Rutgers Biomedical and Health Sciences / RBHS]"; and "Sponsor\*" with a dropdown menu showing "KAREN MULLER".

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>.

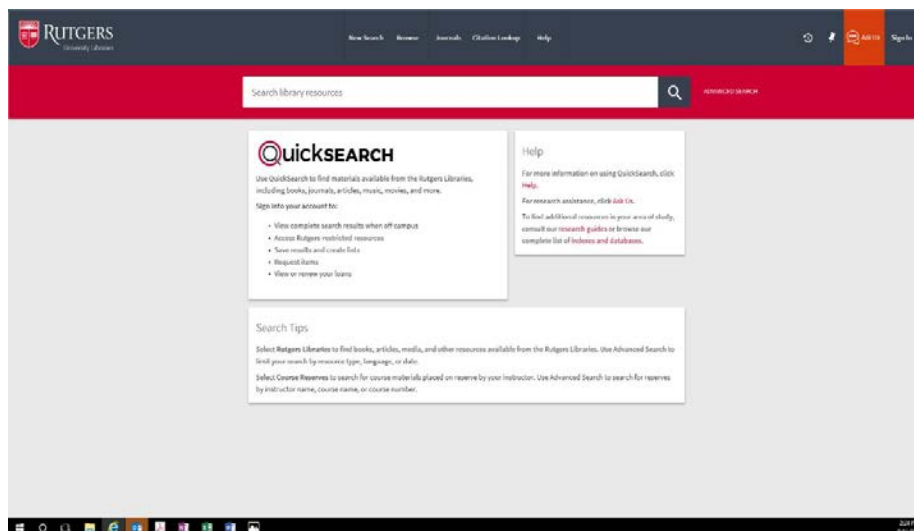
When the Guest NetID is activated, the faculty member shall provide the sponsor the Guest NetID via email to [rbhsfacultyaffairs@ca.rutgers.edu](mailto:rbhsfacultyaffairs@ca.rutgers.edu). Library system updates are done on a weekly basis, so it could take up to 10 days to receive library access

3. If a volunteer faculty would like to activate an RU email address, log onto [my.rutgers.edu/portal](http://my.rutgers.edu/portal) and use the Guest Form to request "Additional Access to Resources." Note, a Rutgers email address is not required for library services.

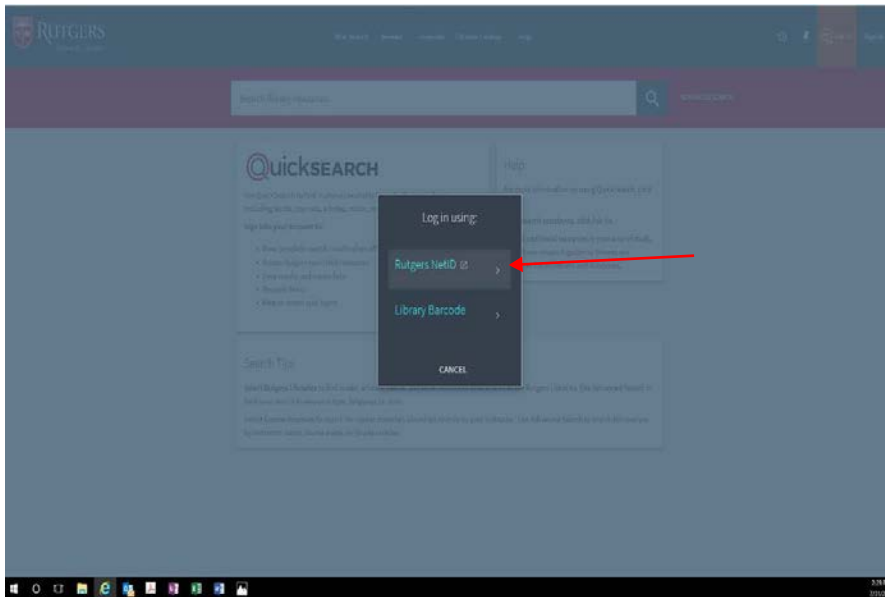
### Accessing Library Services:

Once item 2 above is complete, the faculty member can access Library Services.

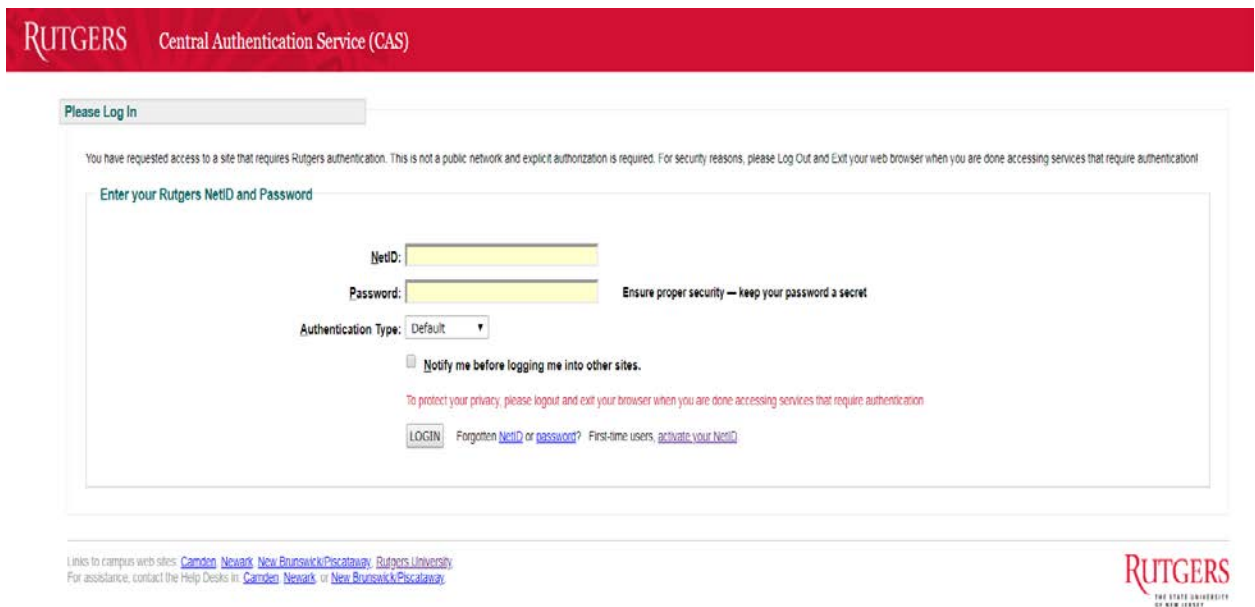
1. Volunteer Faculty will go to [quicksearch.libraries.rutgers.edu](http://quicksearch.libraries.rutgers.edu) and click "Sign In" in the upper right hand corner of the screen.



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 QuickSearch home 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 \(email\)](#)