

## 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.

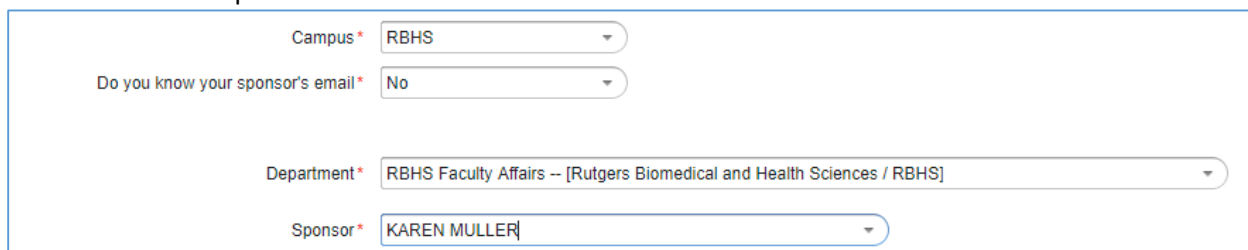
### **Workflow:**

#### *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 information:

Designated Campus: RBHS  
Department: RBHS Faculty Affairs  
Sponsor: Karen Muller



The screenshot shows a web form with the following fields:

- Campus\*: RBHS
- Do you know your sponsor's email\*: No
- Department\*: RBHS Faculty Affairs -- [Rutgers Biomedical and Health Sciences / RBHS]
- Sponsor\*: KAREN MULLER

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>.

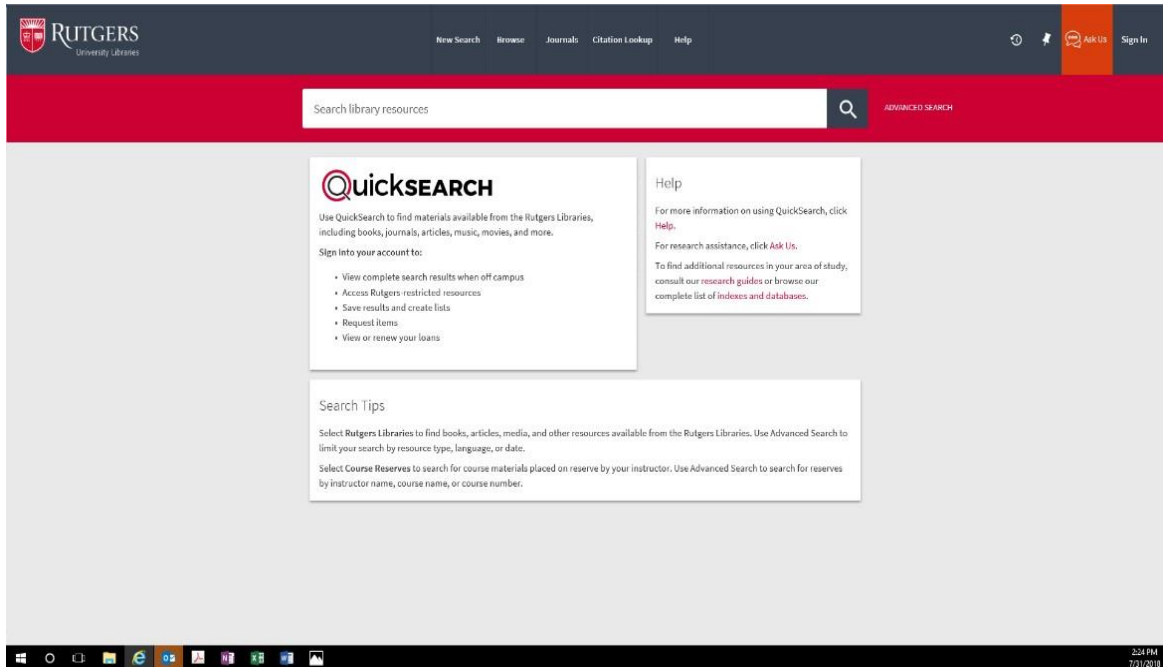
When the Guest NetID is activated, the faculty member shall provide the sponsor the Guest NetID via email to [rbhsfacultyaffairs@ca.rutgers.edu](mailto:rbhsfacultyaffairs@ca.rutgers.edu). Library system updates are done on a weekly basis, so it could take up to 10 days to receive library access

3. If a volunteer faculty would like to activate an RU email address, log onto [my.rutgers.edu/portal](https://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.

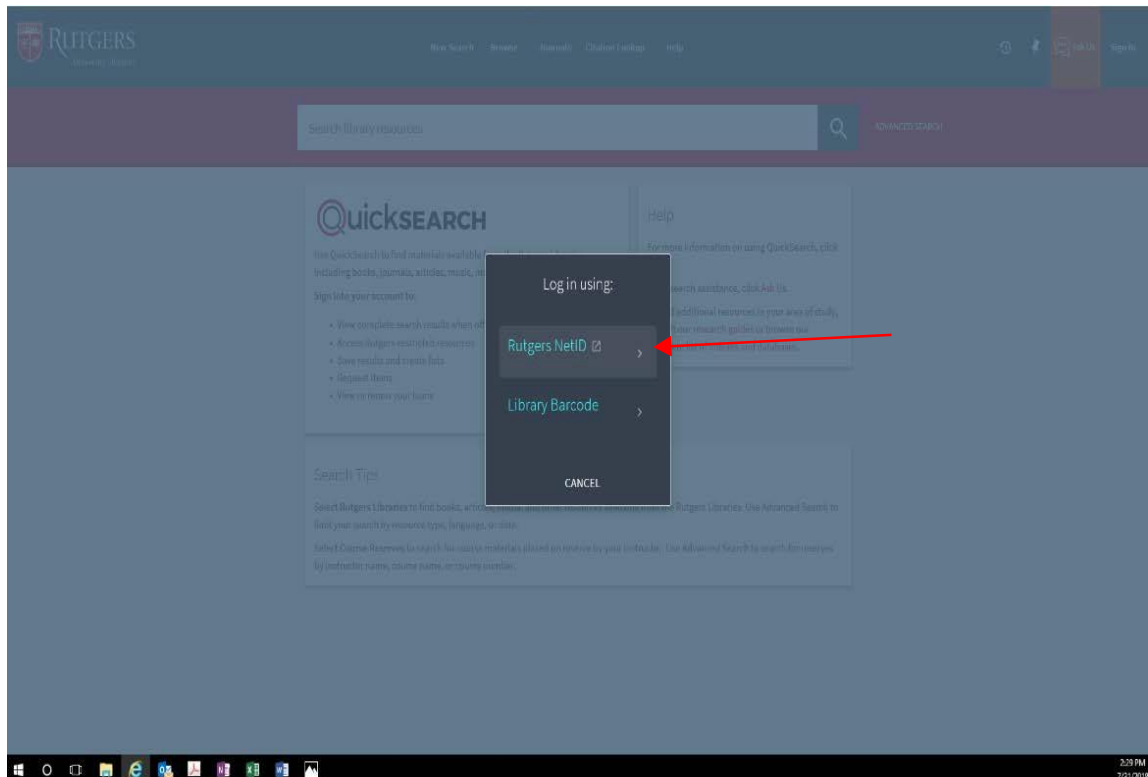
## Accessing Library Services:

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.

**RUTGERS** Central Authentication Service (CAS)

Please Log In

You have requested access to a site that requires Rutgers authentication. This is not a public network and explicit authorization is required. For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

Enter your Rutgers NetID and Password

NetID:

Password:  Ensure proper security — keep your password a secret

Authentication Type: Default ▾

Notify me before logging me into other sites.

To protect your privacy, please logout and exit your browser when you are done accessing services that require authentication

[Forgotten NetID or password?](#) [First-time users, activate your NetID.](#)

Links to campus web sites: [Camden](#) [Newark](#) [New Brunswick/Piscataway](#) [Rutgers University](#)  
For assistance, contact the Help Desks in: [Camden](#) [Newark](#) or [New Brunswick/Piscataway](#)

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### **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>