PROCESS TO OBTAIN A RUTGERS EMAIL FOR VOLUNTEER FACULTY

Purpose:

This document defines the workflow for RBHS Volunteer Faculty to obtain a Rutgers Connect account (email address). Note: a RBHS Volunteer is not automatically issued an email address when approved for a Guest NetID.

Workflow:

1. In order to obtain a RU email address, a volunteer faculty member must first have a Guest NetID. To obtain a Guest NetID, follow the Process to Obtain Library Access for Volunteer Faculty.
2. Once a Guest NetID is assigned, the faculty member will need to request that their supervisor or department/unit administrator sponsor them for a Rutgers Connect Account (email address).
   a. The supervisor or department/unit administrator use this link to locate the correct domain administrator. Once you are on the RU-OIT page from the link above, scroll down looking for the heading "Search for Department and Unit IT Support Contacts".

![Search for Department and Unit IT Support Contacts](image)
"Domains" match with the characters of the supervisor’s or department/unit administrator’s email string. For instance the email be NetID@njms.rutgers.edu, therefore search for NJMS in the search box and the domain administrator’s email address and/or telephone number will appear.

b. Hover over the school/unit name and the email address for the domain administrator will appear in the bottom left-hand corner of your screen or can right click the school/unit name and “copy email address”.

c. Send an email to the domain administrator’s email address requesting for a new email for the volunteer faculty member.

If you have any questions or issues with this request, please call RBHS OIT at 732-743-3200.