

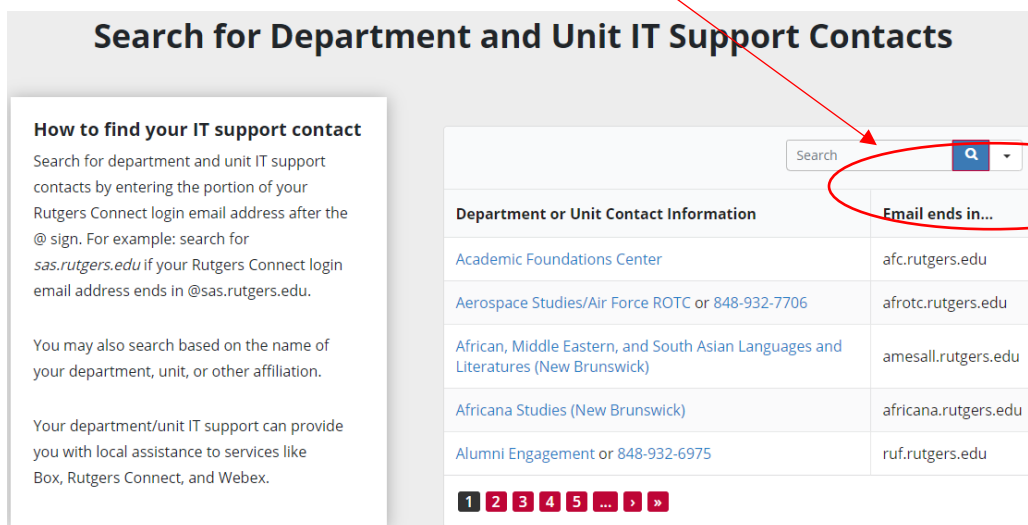
## PROCESS TO OBTAIN A RUTGERS EMAIL FOR VOLUNTEER FACULTY

### 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**

**How to find your IT support contact**

Search for department and unit IT support contacts by entering the portion of your Rutgers Connect login email address after the @ sign. For example: search for *sas.rutgers.edu* if your Rutgers Connect login email address ends in @sas.rutgers.edu.

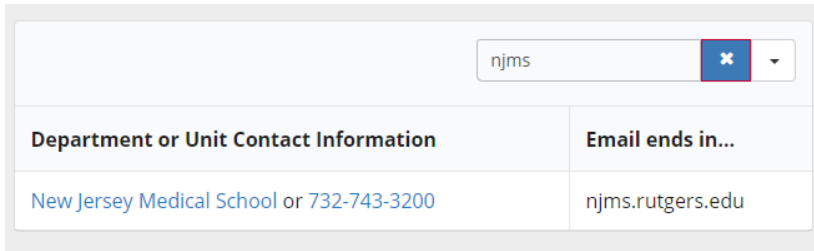
You may also search based on the name of your department, unit, or other affiliation.

Your department/unit IT support can provide you with local assistance to services like Box, Rutgers Connect, and Webex.

Department or Unit Contact Information	Email ends in...
<a href="#">Academic Foundations Center</a>	afc.rutgers.edu
<a href="#">Aerospace Studies/Air Force ROTC or 848-932-7706</a>	afrotc.rutgers.edu
<a href="#">African, Middle Eastern, and South Asian Languages and Literatures (New Brunswick)</a>	amesall.rutgers.edu
<a href="#">Africana Studies (New Brunswick)</a>	africana.rutgers.edu
<a href="#">Alumni Engagement or 848-932-6975</a>	ruf.rutgers.edu

1 2 3 4 5 ... »

"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](mailto: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.



The screenshot shows a search interface. At the top, there is a search box containing the text "njms". Below the search box is a table with two columns: "Department or Unit Contact Information" and "Email ends in...". The first row of the table contains the text "New Jersey Medical School or 732-743-3200" under the first column and "njms.rutgers.edu" under the second column.

Department or Unit Contact Information	Email ends in...
New Jersey Medical School or 732-743-3200	njms.rutgers.edu

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.