How to Activate Your NetID
(Faculty and Staff)

Your MSU NetID is your electronic identification. Use it to access your MSU E-mail, Canvas, NEST, etc.

1) Open a web browser such as Firefox, Safari or Internet Explorer. In the address bar type **https://netid.montclair.edu** and press **Enter**.

The **MSU NetID Account Form** screen will appear. Faculty and staff registrations are completed on the right side of the screen.

2) Enter your Campus Wide Identifier (CWID) and your PIN number. If you do not know your CWID, you can find it by logging onto **ESS** by clicking on the link under **Forgot your CWID**. If you know your CWID you can skip to step 6.
3) Click on Enter Employee Self Service

4) Type your Social Security Number under Employee ID and enter your PIN. Click on Login. Your CWID will be returned to you.

5) Return to the MSU NetID Account Form (https://netid.montclair.edu)
6) Enter your CWID and PIN and press Login. The Guidelines for Responsible Computing will open. Please read and agree to the guidelines by scrolling to the bottom and typing Yes. Press Continue.
7) The next screen contains your personal information. If all of your personal information is correct, click on the This Information is Correct button to go to the next screen. If your information is not correct, click on the cancel and logout link, and contact Human Resources.
8) Once you have verified your information and clicked on This Information is Correct, the New Password screen will appear.
9) Enter a password in the **New Password** box, then re-type it exactly the same way to confirm the new password. Each NetID is linked to your personal information at MSU. NetID passwords MUST be between 8 and 24 characters long, MUST contain at least 2 non-alphabetical characters and at least 3 alphabetical characters. As well as contain at least 1 uppercase alphabetic character and at least 1 lowercase. NetID passwords are case-sensitive.

10) After you have entered your password, click on **Create my NetID Account**. The next screen will appear with a message that your NetID account has been activated. Please take note of your NetID and keep your password in a safe place. To finish this process, make sure **Logout** is selected and click on the **Continue** button to exit the system.