



## PROCEDURES FOR ESTABLISHING E-MAIL ACCOUNTS

E-mail Accounts are available to full-time Faculty and Staff at MSU after all new hire paperwork is completed and processed by the Division of Human Resources. The accounts are automatically established approximately 3-5 days after your first day of employment at the University. A valid social security card is **required** before an e-mail account can be established. (A current or recent W-2 Form or pay stub is acceptable in lieu of a valid social security card). After the e-mail account is set up, it may be accessed through any web browser with Internet access. The process is outlined below.

1. New employee information forms and paperwork are completed during the In processing and Benefits Orientation appointment. You must **produce a valid social security card** or the acceptable documents used in lieu of the SSN at this time.
2. Human Resources will enter the employee's information and PIN number into the HRS database.
3. An e-mail account for the employee is automatically generated within three working days
4. On or after the third day of employment, employees may **log-on to:**  
<http://netid.montclair.edu/> **to activate the e-mail account.**
5. At the welcome screen, **select netid.montclair.edu**
6. Under Faculty & Staff Click on "ESS" "Employee Self Service".
7. Then enter your employee ID which is your 9 digit SS#. **(Your PIN number is your date of birth.)** Enter the PIN in this format:  
  
MMDDYY. Example: If your birth date is January 10, 1965, your PIN number is 011065. You will not be able to change your PIN number at this time.
8. **Select "Login".**
9. You must **read and agree to abide by the Guidelines for Responsible Computing** prior to advancing to the next screen. To accept these guidelines type in "YES".
10. If your account has been established, your **Username@montclair.edu** will appear.
11. The system will now instruct you to choose and confirm a password. Follow the instructions and proceed to activating your account.
12. If you are notified by the system that your account has not been created, please contact the Technology department at (973) 655-7971.