How to Activate Your NetID
(Faculty and Staff)

Your NetID is your unique electronic identity that gives you access to a number of online services, including E-mail, Blackboard, etc.

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.

1) Open up a web browser such as Mozilla or Internet Explorer. In your web browser type the address 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 Login. 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 the Login button. The next screen will appear. This is the Guidelines for Responsible Computing. Please read and agree to the guidelines. Once finished, scroll to the bottom and answer the question by 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, then contact Human Resources.

8) Once you have verified your information and clicked on the This Information is Correct button, the New Password screen will appear.

Enter a password in the New Password box, then re-type it exactly the same way to confirm the new password. Your password 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. Keep in mind that your password is case-sensitive.

9) 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.

10) To verify that your NetID is functioning, we recommend logging into the Montclair State University WebMail system at https://webmail.montclair.edu.