

For a Visiting Scholar to receive an MSU NetID:

1. The Global Education Center will need the following information at least two weeks prior to arrival:
  - a. Full name
  - b. Date of Birth
  - c. MSU office location
  - d. Sponsoring Department
  - e. Dates in Residence at MSU
  - f. US Social Security Number if available
2. The Global Education Center will then obtain a temporary ID number ("999 number") if there is no social security number.
3. The Global Education Center will then request a CWID (Campus Wide ID) from Human Resources on the scholar's behalf. This process may take several days depending on availability of Human Resources staffing for this function.
4. The CWID will be received from Human Resources as an email addressed to the sponsoring department, which should be shared with the Global Education Center if assistance is required. The email will indicate the visiting scholar is considered a "Contract Employee" for the dates noted.
5. Once the CWID has been received from Human Resources, the requesting department, the Global Education Center or the scholar sets up a NetID through

<https://netid.montclair.edu/main/netid/>

The site will require the CWID and a PIN based on the Date of Birth, and will ask the scholar to sign off on the Policy on Responsible Use of University Computing Resources. It will ask for confirmation of correct spelling of the scholar's name and MSU office location. It then allows the scholar to select a password according to the password guidelines (a mixture of letters and numbers and a mixture of upper case and lower case).

6. The NetID becomes active 24 hours after this process is complete.