

NetID Management

Requesting Additional Accounts – Faculty/Staff

Introduction

This self-help document will guide you through the steps when requesting a **student test** or **server admin NetID** account.

Request Student Test NetID Account

Faculty/Staff can request a **student test NetID** for themselves, often to be able to perform system or application testing for labs or to simulate the student experience.

1. From your favorite browser type **towson.edu/netid**.
2. Under the **Other Faculty/Staff NetID Tools** section, click the **Request or Manage** link.

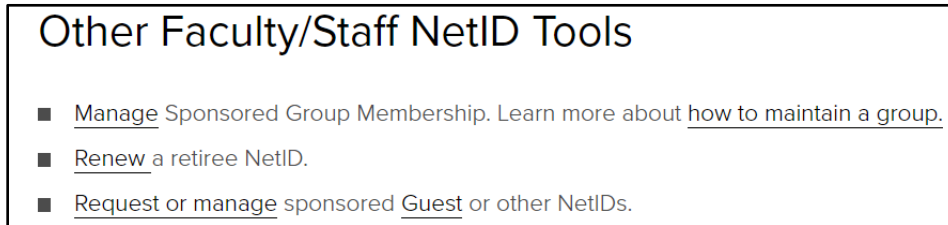


Figure 1

3. Enter your **Username (NetID)** and **Password** on the **Towson University Authenticated Login** screen and click **Login**.

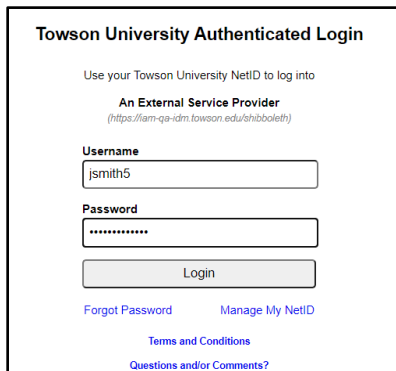


Figure 2

4. Click the **REQUESTS** tab at the top of the window. You will be able to view requests, **request access or netID**, or **change access**.
5. Click the **REQUEST ACCESS OR NETID** tab at the top. From here, you will be able to select the user for whom you want to **request access**.

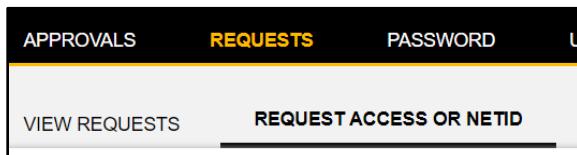


Figure 3

Note: If requesting access for yourself, check the **Include Self** box.



Select the users for whom you want to request access. Include Self

The selected users are shown below.

Figure 4

6. Click the **CREATE NEW USER** button.

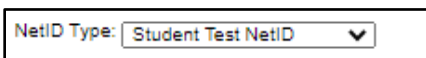


CREATE NEW USER

Figure 5

7. The **Create a new user** window will automatically appear.

8. Under **User Type**, select the **NetID type** you will be requesting. For this example, we will be selecting **Student Test NetID**.



NetID Type: Student Test NetID

Figure 6

9. Click the **NEXT** button.

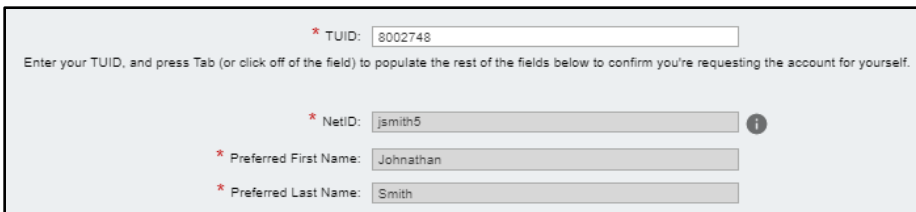


NEXT

Figure 7

Note: Confirming your selection using the next button will alter the form on the **Personal Information** window.

10. Confirm you're requesting the **student test** account for yourself by reviewing the information under the **Confirm TUID for Student Test NetID** section.



* TUID: 8002748

Enter your TUID, and press Tab (or click off of the field) to populate the rest of the fields below to confirm you're requesting the account for yourself.

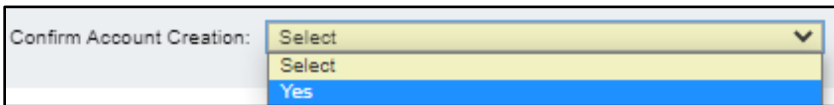
* NetID: jsmith5

* Preferred First Name: Johnathan

* Preferred Last Name: Smith

Figure 8

11. Beside **Confirm Account Creation**, select **Yes** from the dropdown menu.



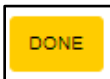
Confirm Account Creation: Select

Select

Yes

Figure 9

12. Click the **DONE** button when ready, and you'll be notified when your Student Test NetID is created.



DONE

Figure 10

Note: You will be re-directed to the **Request Access or NetID** page.

13. Scroll down to the **Specify access period** section.

14. Click the **calendar icon** to select the **Start** date for the **student test** account or by manually entering the start date in the mm/dd/yyyy format.

15. Repeat the same step for the **End** date.



The screenshot shows two date selection fields. The 'Start' field contains the date '01/28/2021' and has a calendar icon to its right. Below it is the text 'Format: mm/dd/yyyy'. The 'End' field contains the date '01/28/2022' and also has a calendar icon to its right. Below it is the text 'Format: mm/dd/yyyy'.

Figure 11

16. Under the **submit request** section, enter any **additional comments** into the text field. This may be an SR# or anything that may be helpful for OTS to complete the request.
17. Click the **SUBMIT REQUEST** button.



Figure 12

18. Click the **CLOSE** button on the Attention pop-up window.

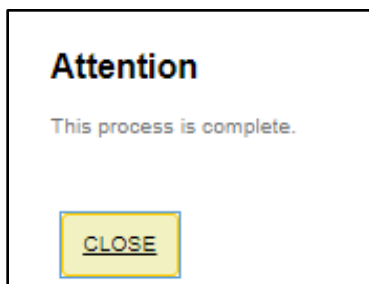


Figure 13

Note: Please allow up to 3 business days for OTS to contact you about the account request. You will receive a TechHelp support request email notification.

Request Server Admin NetID Account

Faculty/Staff can request a **server admin** account.

1. From your favorite browser type towson.edu/netid.
2. Under the **Other Faculty/Staff NetID Tools** section, click the **Request or Manage** link.

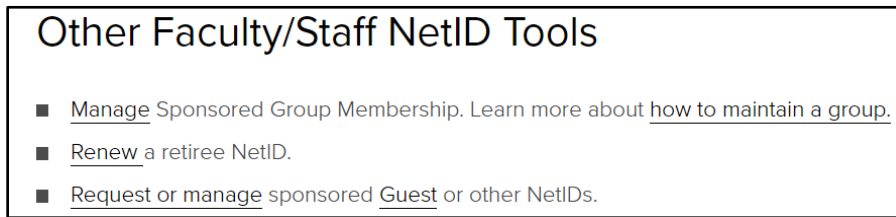


Figure 24

3. Enter your **Username (NetID)** and **Password** on the **Towson University Authenticated Login** screen and click **Login**.

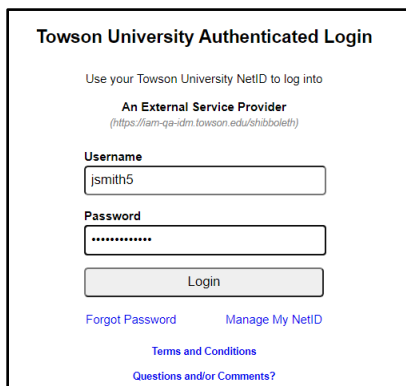


Figure 25

4. Click the **REQUESTS** tab at the top of the window. You will be able to view requests, **request access or netID**, or **change access**.
5. Click the **REQUEST ACCESS OR NETID** tab at the top. From here, you will be able to select the user for whom you want to **request access**.

Note: If requesting access for yourself, check the **include self** box.

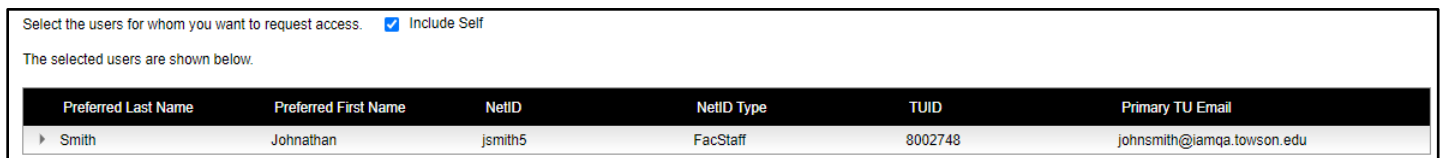


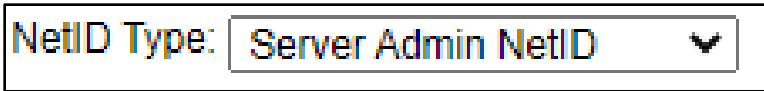
Figure 26

6. Click the **CREATE NEW USER** button.



Figure 27

7. The **Create a new user** window will automatically appear.
8. Under **User Type**, select the **NetID type** you will be requesting. For this example, we will be selecting **Server Admin NetID**.



NetID Type: **Server Admin NetID** ▼

Figure 28

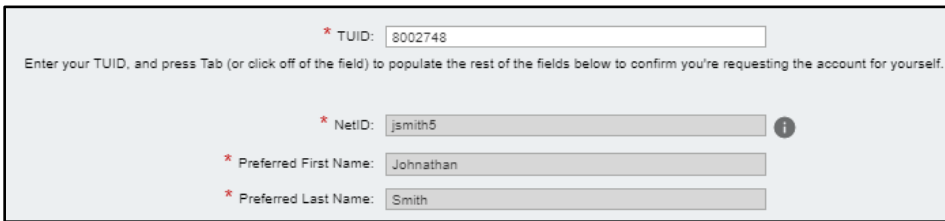
9. Click the **NEXT** button.



Figure 29

Note: Confirming your selection using the next button will alter the form on the **Personal Information** window.

10. Confirm you're requesting the **server admin** account for yourself by reviewing the information under the **Confirm TUID for Server Admin NetID** section.



* TUID: 8002748
Enter your TUID, and press Tab (or click off of the field) to populate the rest of the fields below to confirm you're requesting the account for yourself.
* NetID: jsmith5 ⓘ
* Preferred First Name: Johnathan
* Preferred Last Name: Smith

Figure 30

11. Click the **DONE** button when ready, and you'll be notified when your **Server Admin NetID** is created.

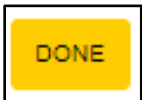


Figure 31

Note: You will be re-directed to the **Request Access or NetID** page.

12. Scroll down to the **Specify access period** section.

13. Click the **calendar icon** to select the **Start** date for the **server admin netID** account or by manually entering the start date in the mm/dd/yyyy format.

14. Repeat the same step for the **End** date.



Start: 01/28/2021 ⓘ End: 01/28/2022 ⓘ
Format: mm/dd/yyyy Format: mm/dd/yyyy

Figure 32

15. Under the **submit request** section, enter any **additional comments** into the text field. This may be an SR# or anything that may be helpful for OTS to complete the request.

16. Click the **SUBMIT REQUEST** button.



Figure 33

17. Click the **CLOSE** button on the Attention pop-up window.

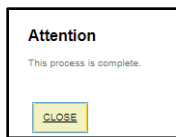


Figure 34

Note: Please allow up to 3 business days for OTS to contact you about the account request. You will receive a TechHelp support request email notification.

Logout

Click the **Logout** button in the upper right-hand corner of the screen when finished.

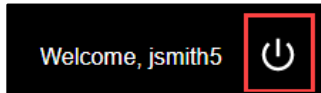


Figure 35