Creating of new NetID

Information on this page is useful if you need a NetID but will not receive a NetID automatically because you are NOT a new student, new faculty (exceptions made), or new staff member of the University.1. Have the responsible faculty member send an email to Chemistry IT <ChemIT@cornell.edu> with a cc to the department chair (currently David Collum <dbc6>) providing the following information:

- The name of the person who needs a NetID
- How long they need the NetID for, with a maximum of one year of length (they can be renewed yearly indefinitely as needed)
- The reason the person needs a NetID (collaboration, etc)

2. The person who needs a NetID needs to fill out CIT's Form 70 (CIT-Form70v3.pdf) and send the completed form back with a legible copy of the person's government-issued photo identification to Chemistry IT. Please do NOT send the documents to the IT Helpdesk, as without the departmental approval, they will not understand the request.

3. Chemistry IT will provide an authorization form to the departmental chair to sign.

4. Chemistry IT will forward all the documents - CIT Form 70, photo ID, and Chemistry departmental approval to the IT Helpdesk for processing. Processing can take several days depending on the IT Helpdesk's workflow.

5. CIT will US mail setup and usage information about the new NetID to the address on the CIT Form 70. If this won't work for any reason, contact Chemistry IT.

Exceptional situations

Example

Incoming faculty. If a NetID is useful before their formal appointment, one can be created in coordination with Human Resources, with sponsorship ending the day before their official start date (correct?). Examples how NetID is useful:

- Research group web site editing, if using Cornell's blog service (or static web site service).
- Faculty members' representation in Chemistry web site, and how to change the info (See section, "VIVO entry for incoming faculty".)

See also

- A sponsored NetID by itself does NOT provide Library access.
- http://cio.cornell.edu/community/managing-vendors-and-consultants/generic-checklist