

Netid Coordinator Panel

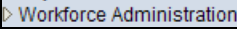
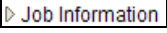
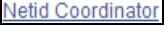
The Netid Coordinator panel allows users to update or change their department's Netid Coordinator. Users may also utilize this panel to simply lookup who the current Netid Coordinator in their department is.

Netid Automation: This online tool has given faculty and staff the ability to activate their Netids from their own computer, up to 30 days before their Northwestern University official hire date. Remember, in order for a new employee to enroll in benefits, they must first activate their Net ID (New employees must enroll within 31 days from date of benefits eligible).

How are New Netids for Faculty and Staff Created? When a new faculty, staff member or temporary employee is hired in HRIS, a Netid is generated for them within 24 hours and the Netid Coordinator is notified by e-mail. The Netid Coordinator contacts the new employee with instructions on how to access the "Activate your Netid" page. New faculty and staff must enter key personal information on this page to officially activate their Netid and password/passphrase.

What is a Netid Coordinator? A Netid Coordinator is the point person for all Netid activations in each department. They will receive all e-mails for newly hired faculty and staff employees and is responsible for forwarding the e-mail to the employees. For those biweekly and temporary employees using ETES, the Netid Coordinator will receive the initial Netid Active e-mail instead of the immediate supervisor. The Netid Coordinator will need to forward that e-mail to the biweekly employee and/or the employee's immediate supervisor.

Navigate to the Netid Coordinator Panel:

Step	Action
1.	To access the Netid Coordinator panel, click the Workforce Administration link from the HRIS Home page. 
2.	Click the Job Information link to expand the Job Information folder. 
3.	Click the Netid Coordinator link to access the Netid Coordinator panel. 



The screenshot shows the PeopleSoft HRIS interface. On the left is a navigation menu with 'Netid Coordinator' highlighted in red. The main content area shows the 'Job Information' folder expanded, with 'Netid Coordinator' (NW Netid Coordinator) highlighted in blue. Other visible options include 'New Employment Instance', 'Job Data', 'ERISA Hours', 'Faculty Tenure', 'Review Job Information', 'Maintain Job Information-Temps', 'Job Summary', and 'Reports'.

Search the Netid Coordinator Panel:

Step	Action
4.	Enter a valid Department ID in the Search By field. Please Note: You may also search by Department Name if you wish. To search by Department Name, click the Department dropdown and select description.
5.	Once the Department Number is entered, click the Search button.

Netid Coordinator
Enter any information you have and click Search. Leave fields blank for a list of all values.

Search by: Department ▼ begins with 896000

Include History

[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
6.	This page displays the current Netid Coordinator of this department.
7.	To change the Netid Coordinator, click the plus button to insert a new row on the panel.

Department: 896000 **Description:** Lookup Dept for Training

NetID Coordinator Find | View All First ◀ 1 of 1 ▶ Last


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***Effective Date:** 08/21/2005 B1 ***Status:** Active ▼

Netid Coordinator Position: 00011392 Q **JobTitle:** Director of Lookup Training


Coordinator ID: 1021616 **Telephone:** 847/491-4896


Name: Clooney, George G

Step	Action
8.	Enter the new effective date for the Netid Coordinator change. Please Note: The effective date field defaults to the date you inserted the new row.
9.	Enter the position number for the employee you would like to be the new Netid Coordinator. If you do not know the position number of the new Netid Coordinator, you can click the magnifying glass to search for valid position numbers in the department.
10.	Press the [Tab] button located on your keyboard.
11.	Once you tab out of the Netid Coordinator Position field, the panel should display the new ID, Job Title, and Name of the new Netid Coordinator.
12.	Then click the Save button. The new Netid Coordinator will be updated in an overnight process. 

Department: 896000 Description: Lookup Dept for Training

NetID Coordinator Find | View All First 1 of 2 Last

*Effective Date:  *Status: Active

Netid Coordinator Position:  JobTitle: Professor

Coordinator ID: 1000867 Telephone: 312/695-0000

Name: Agassi,Andre M

Contact Information for the Netid Automation Process

- If you have questions relating to your Netid or password, contact the NUIT Support Center at 847-491-HELP (4357) or consultant@northwestern.edu

- If you have questions relating to the Netid Coordinator panel, contact the HRIS Help Desk at 847-467-4800 or hrihelp@northwestern.edu