SETTING NETID COORDINATORS

Overview

The NetID Coordinator is the contact within a department that is responsible for ensuring that new employees received instructions to active their NetID and University email address.

When a new employee is entered into HRIS, NUIT will create a NetID and email address for that user. An email will be sent to the NetID Coordinator that includes the employee’s NetID, temporary password, and instructions on how to activate their account. It is the NetID Coordinator’s responsibility to ensure the new employee receives this information in a timely manner.

NetID Coordinators are assigned to each 6-digit HRIS Department ID. Any HRIS user has the ability to modify the NetID Coordinator for any department ID within their security access.

Navigation

MAIN MENU > WORKFORCE ADMINISTRATION > JOB INFORMATION > NETID COORDINATOR

Searching for Current NetID Coordinators

To view and/or edit the NetID Coordinator for a specific department, you must first enter an HR Department ID Number:

Netid Coordinator

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

- Find an Existing Value
- Add a New Value

Maximum number of rows to return (up to 300): 300

Search by: Department begins with 190098

☐ Include History

Search Advanced Search

Modifying the NetID Coordinator

Note that there is a NetID Coordinator for every 6-digit HR Department ID. For example, 190000, 190001, and 190098 must all be set separately.

<table>
<thead>
<tr>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Search for the 6-digit Department ID number for the department you wish to change.</td>
</tr>
<tr>
<td>2. Click to add a new row of information; note the Effective Date will automatically change to the current date:</td>
</tr>
</tbody>
</table>
3. Enter the Position Number of the person you wish to assign as NetID Coordinator in the Netid Coordinator Position box.

   **Note:** When you tab out of the Netid Coordinator Position field, HRIS will update the Job Title, ID, Telephone, and Name fields to reflect the person you just entered.

4. Click [Save].