

How to Obtain an @Rochester Account

All staff are eligible to obtain an @Rochester.edu account (commonly called a first.last e-mail account). The @Rochester.edu e-mail address can be used on signatures, business cards, etc. This document will guide you through the process of acquiring an @Rochester.edu e-mail account.

What is an @Rochester.edu account?

@Rochester.edu is an initiative at the University to provide everyone consistent e-mail addresses, based on your name (e.g. **firstname.lastname@rochester.edu**). All University faculty, staff, and students are able to select an @Rochester.edu account. This account is a pointer to your actual e-mail mailbox. For more information, please refer to the @Rochester.edu FAQs at <https://its-web.its.rochester.edu/SelfServe/faq.html>.

What is required to set up an @Rochester.edu account?

Three things are required to set up an @Rochester.edu **account**: (1) a University e-mail account, (2) a preferred e-mail address entry in the University Online Directory at <http://www.rochester.edu/directory/>, and (3) a NetID. The first two requirements are covered for you. A University e-mail account will be set up for you prior to hire. This is your “real” e-mail address. Your Telephone Department Coordinator (TDC) will create an e-mail entry in the University Online Directory. You will need to complete the third requirement of acquiring a NetID.

What is a NetID and how do I obtain one?

NetID is an account intended to ultimately eliminate multiple logins and passwords and become a single sign-on for all University services and networks. To get a NetID, go to <http://www.rochester.edu/its/netid/> and click **Get it Here!**

NetID - Your Key to UR Technology - Microsoft Internet Explorer

Address <http://www.rochester.edu/its/netid/>

University of Rochester

Information Technology Services

IT Center Computer Sales Administrative Computing Academic Technology Data Center Networking and Communications Information Security ITS Finance Office of the CIO

NetID: Your Key to UR Technology

Your NetID is the key to a variety of online services available to you at the University of Rochester. This service is part of a University authentication/security measure to ensure that accounts are managed more securely across the campuses. It is intended, ultimately, to become a "single sign-on" for all central University information services and networks, eliminating many different logins and passwords necessary to do your daily work. Your NetID resides in a dedicated and heavily protected campus server.

NetID Acceptable Use Policy (PDF - requires Acrobat Reader)

How secure is your NetID?

Need your NetID? [Get it Here!](#)

Not a UR faculty, staff, or student? [Guest Information](#)

NetID Status

NetID / LDAP is currently available

Already have your NetID?

[Change your Password](#) Note: must know your current password

[Change your secret questions & answers](#) Note: must know your current password

[Forgot your password](#) Note: must know the answer to your secret question

If you are unable to use the online forms, you will need to visit one of our service locations with your University picture ID. Please call the ITS Center at 275-2000 for the hours of operation of the location nearest you..

Can't come to the ITS Center during normal business hours? Not in Rochester? [Use our paper-based process.](#)

If you have any questions feel free to email us at ITSCenter@rochester.edu or call (585) 275-2000.

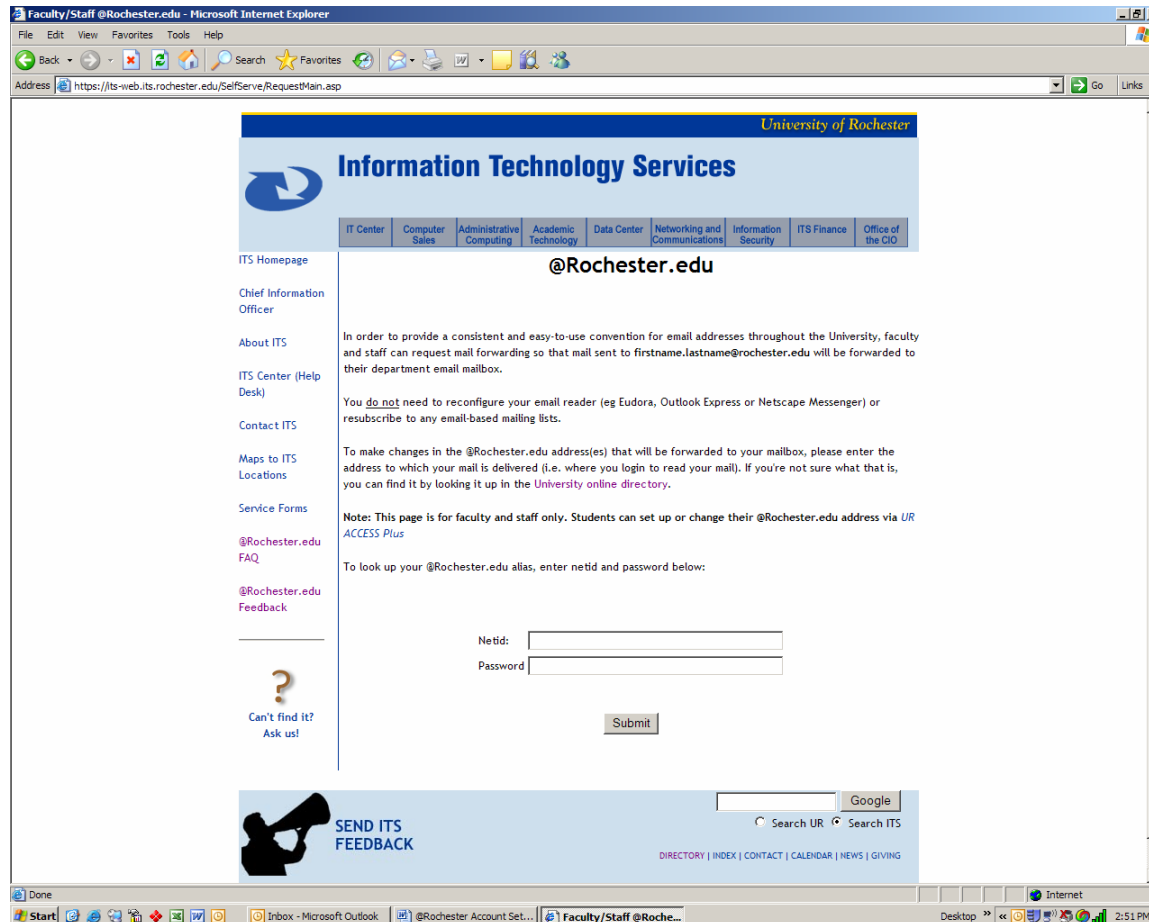
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Internet

Follow the prompts and answer the questions on the subsequent screens. These screens will allow you to activate your NetID, set up a password for it, and also set up a Secret Question and Answer, which will come in handy if you forget your password. Once completed, you will receive e-mail on how to complete the process of activating your NetID.

I now have a University e-mail account, an e-mail listing in the Online Directory and a NetID. How do I request an @Rochester.edu alias?

You can request an @Rochester.edu alias at <https://its-web.its.rochester.edu/SelfServe/RequestMain.asp>. Fill in your NetID and password and click **Submit**.



You will then be provided with one or more @Rochester.edu accounts to select from. Once you complete the second screen, you will receive a confirmation via email that your account is set up.

What do I do if I have a problem setting up my @Rochester.edu alias?

Make sure you have an e-mail entry in your Online Directory listing at <http://www.rochester.edu/directory/>. If not, contact your department TDC. For all other issues with either setting up your NetID or your @Rochester account, please call the IT Center at x5-2000.