

**Step 1:** The NetID is provided to the student, via an update to the application portal, 48 to 72 hours after submitting the new student deposit. Once the NetID is received, it can be activated through the [NetID Account Management Center](#). On the Account Management Center page, cClick **Activate your NetID account**.

**NetID Account Management Center**

All faculty, staff and students at Montclair State University have a unique electronic identifier named NetID. The NetID is used for authentication and to get authorized access to available electronic resources and services that the University provides. NetID is assigned to users once they start their engagement with the University. It can only be used after it is claimed. To claim and use/manage their NetID all users are responsible for reviewing and accepting the University policy of Responsible Computing. During the NetID activation process an official Montclair State University email is established for the user.

- **Reset Password for the First Time**
- **Activate your NetID account**
- **View Profile**
- **Change the password on your already active account**

**Step 2:** Accept the university policies and procedures, enter the NetID that has been assigned to you and click **NEXT**.

2. Never include confidential or private information such as Social Security Number, credit card number, bank account or password in unencrypted email. Use MSU's FileHawk or other secure means to transmit sensitive information. For more information on how to transport confidential or private information, please visit the IT website.
3. Make all of your passwords 'strong' - a mix of upper/lower characters, numbers and special symbols or use a longer 'passphrase' of at least 20 characters.

**Stay Up to Date**

1. Read your Montclair State email on a regular basis as it will include university notices and security alerts. Your University email is the official means of communications at Montclair State.
2. Review and comply with all the Montclair State University IT Policies and Procedures found on the Information Technology web site under **IT Policies and Procedures**.
3. Ensure that all software on your workstation or mobile device remains up-to-date by applying recommended patches and upgrades on a regular basis to avoid security risks.

I accept the Montclair State University Policies and Procedures and I understand it is my responsibility to comply with these policies and procedures.

Please enter the University NetID that has been assigned to you. If you are a new student you received the University NetID in an email from the Admissions office. If you are an employee your University NetID was provided to you by HR.

University NetID:

**NEXT**

**Step 3:** Select whether you would like to verify your account via text or email. If a student selects email verification, a link will be sent to their personal email address with further instructions. If a student selects SMS text message, a verification code will be sent to their mobile phone number to input on the reset page.

Then click **Submit**.

**Activate your NetID account**



**Preferred Verification Delivery Method**

You will receive a one-time use verification link to your email or a verification via SMS in order to claim your University NetID or reset your password. The personal email address and mobile phone number for your account is provided from application to the University or in your NEST account.

Personal Email

Mobile Phone

SUBMIT



**Step 4:** After verifying the University NetID, the student will be asked to select and answer one of four challenge questions (NOTE: If one or more of the questions do not apply to the student, select a different question using the toggle on the right of the default question.):

- *What are the last four digits of your Social Security Number?*
- *What is the first and last name of one of your emergency contacts (ex. John Smith)?*
- *What is the area code + phone number of one of your emergency contacts (ex. ###-###-####)?*
- *What are the last four digits of your CWID?*

Then click **Submit**.

**Activate your NetID account**



**Challenge Questions**

You must answer one of the four (4) Challenge Questions.

What are the last four digits of your CWID? ▾

SUBMIT



**Step 5:** The student will be asked to set and confirm the new password. **IMPORTANT:** keep note of this password as this will be used to access many university portals.

Create a new password

Show password

New Password:

  

Confirm Password:

  

**Password Rules**

- ✓ Minimum of 10 and satisfy other rules or have a minimum passphrase length of 20
- ✓ At least one capital letter or a minimum password length of 20
- ✓ No spaces at the beginning or end of the password
- ✓ At least one lower case letter or a minimum password length of 20
- ✓ At least three unique characters
- ✓ Maximum of four sequential characters
- ✓ At least two special characters or numbers or a minimum password length of 20
- ✓ Maximum length of 128

**Step 6:** After setting their password, the student is ready to log into anything requiring their University NetID and password.

### NetID Account Management Center

#### Activate your NetID account



**You have completed the account claiming process!**

Now that your University NetID is active, please log into **NEST** and verify your Emergency Contact information as well as your personal email and mobile phone number.  
[Return to the University NetID Login Webpage.](#)

**IMPORTANT:**

Please visit [NetID Account Management Center](#) to reset or change your password. For further assistance, contact [IT Services](#).

*Prior to starting classes at Montclair, multiple unsuccessful attempts to log-in will result in the account being locked. Please take note of the lock-out pop-up message and contact the appropriate office for assistance. In this case, assistance will be provided by Undergraduate Admissions ([msuadm@montclair.edu](mailto:msuadm@montclair.edu)) or Graduate Admissions ([graduate@montclair.edu](mailto:graduate@montclair.edu)).*

**Questions? Contact IT Help Desk at [itservicedesk@montclair.edu](mailto:itservicedesk@montclair.edu).**