

Student Access Request Procedure for Creating Account Manually

This procedure is set in place for any Students whose student accounts are not created using the automated process and must have their user profiles created manually. Student must exist in PeopleSoft system in order for their accounts to be created manually. This process is primarily used for Continuing Education and NPTNJ Students.

Once the student is entered in the system, a listing of students can be sent to PeopleSoft Application Security team at PSSECURITY@njcu.edu to setup their access manually. Please format listing of students in the format specified below.

| First Name | Last Name | ID | Home Email | Zip Code | Phone Number | Year of Birth | NJCU Email Address |
|------------|-----------|---------|--|----------|--------------|---------------|--------------------|
| FNAME | LNAME | 040XXXX | xxxxxx@yahoo.com | XXXXX | XXX-XXX-XXXX | XXXX | XXXX@njcu.edu |
| FNAME | LNAME | 040XXXX | xxxxxx@gmail.com | XXXXX | | XXXX | XXXX@njcu.edu |
| FNAME | LNAME | 040XXXX | xxxxxx@live.com | XXXXX | | XXXX | XXXX@njcu.edu |

Below steps are being followed once Application Security (PSSECURITY) Department receives the request.

- Verify if Student ID exists in PeopleSoft and matches with the information provided
- User profile gets created manually in PeopleSoft with appropriate Student Access
- PSSECURITY Department forwards the request to OPERB@NJCU.EDU to have user profiles created in Active Directory and Email addresses in Office 365
- Requesting Department gets notified of the setup completion by PSSECURITY Staff member.