

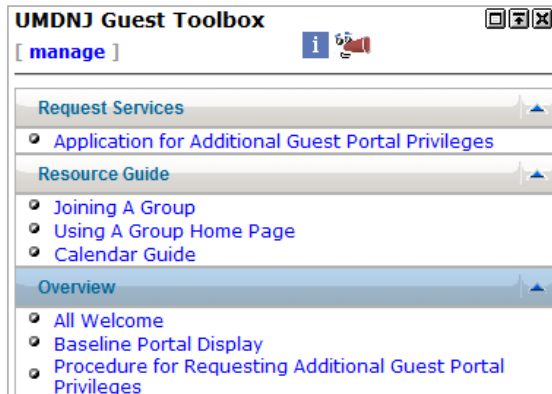
Guest Accounts – Additional Services

Please note that Guests are **NOT** granted RBHS Email by default. Only RBHS Faculty, Staff and Students are given RBHS email accounts as part of their provisioning process. E-Mail (and other additional services) are allowed for legitimate education and business purposes **ONLY** and **MUST** be approved by the Authorizing Agent. **The Authorizing Agent is responsible for the Guest and all services requested/granted.**

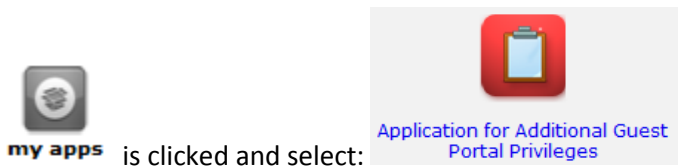
Obtaining Additional Services (e.g. RBHS E-Mail)

1. Authorizing Agent and Patron: Provision Guest as per accepted methodology.
2. Guest: Using e-mail sent to them as a result of the provisioning process, activates the new NetID at netid.rutgers.edu, and then logs into myportal.rutgers.edu to request the additional services (e.g., an email account).
3. Guest: The guest can either click on the link (shown below) or can click on “My Apps” and then select the appropriate icon.

Example:



OR



4. Either selection will take you to a prepopulated form as shown on the next page.

Date of Request: 05/29/2015

Application for Additional Guest Portal Privileges

* Denotes a required field

Guest's Name: Joseph A. Novalany

*Contact Phone: () -
[e.g. (973) 123-4567]

*Guest's School: --- ▼

*Guest's Dept.:

System ID of Guest: novalajo

*Supervisor/Sponsor E-mail:

Patron's Name: aganyope

Patron's Phone: () -
[e.g. (973) 123-4567]

Patron's System ID: aganyope

Patron's Dept.:

* Additional Services Requested (please check all that apply)

Note: This application should not be used for access to clinical systems. If you need access to clinical systems (e.g. PACS, MUSE, etc.) your supervisor should contact Carol Hansen (HST department at 973-972-0064).

E-mail

MarketPlace Access

Group Studio Membership

eIRB Application

Other (please specify)

The guest account holder listed above requires the following additional services in order to perform their job assignments. I hereby approve this user to have access to the requested services.

Authorizing Agent's System ID singerbr

***** If there is a problem with your expiration date, please contact your patron and/or authorizing agent and request an extension of your expiration date.*****

Submit

5. The fields that are filled in need no adjustment. Only the ones with Asterisks are required. Please ask the Guest to insure that the RBHS Supervisor/sponsor e-mail is a RBHS employee (most likely the Patron or Authorizing Agent) otherwise the form will be rejected. Select the service(s) requested.
6. An E-mail will be sent to the Supervisor, Patron and Authorizing Agent that their Guest has requested an additional service. If the request is inappropriate or in error, the Authorizing Agent should contact 732-743-3200 and alert them to this issue.