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:

![UMDNJ Guest Toolbox Image]

OR

![my apps Image]

is clicked and select:

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