

Create RIT Student Work Account

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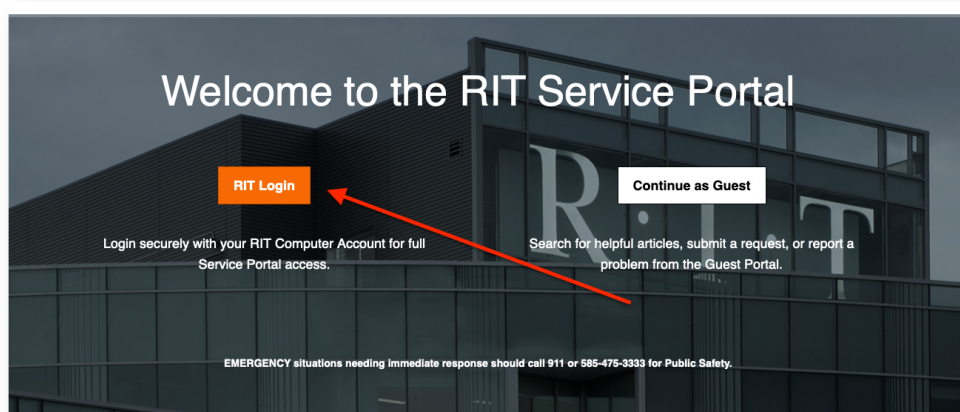
Follow these directions to create Student work accounts for your area. Any questions, please submit Help Desk ticket at: <https://helpdesk.cad.rit.edu>

Before starting, make sure you have the following information from your student employees:

- Name
- Non-RIT Email Address (so external, like gmail or yahoo)
- Your Department number
- Planned username for the Student worker. We suggest
<studentInitials><departmentAcronym>tech
 - ex: mcwspastech
- Preferred display name
- Will they require VPN access. Generally the answer to this one is No

Step-by-step guide

1. Visit RIT Service Portal:
https://help.rit.edu/sp?id=sc_cat_item&sys_id=7f6826d1db439090fee85eea4b961921
2. Click on RIT Login and enter your RIT Username and password



3. You are now presented with the Account creation form. Enter the requested information making sure to set these Key fields

Create an RIT Computer Account

An RIT computer account includes the username and password a user needs in order to access most online systems at RIT (including email, myCourses, and SIS).

When inputting a username, please remember to use a maximum of 20 characters (alphanumeric only). We will contact you if the username is not available or invalid. Please feel free to input a backup username in case the first is already in use.

*Account type requested
Student Employee

Section I - User Information

*Student Name
[Text Field]

*Non-RIT Email Address
e.g., richie@gmail.com

Section II - Department Information

*Department Number
e.g., 75400

*Account Sponsor
[Dropdown Menu]

Section III - Account Information

*Username requested
e.g., ritattl

*Preferred display name
e.g., Rich Tiger

*Expiration Date
These accounts have a maximum expiration of 1 year and are eligible for renewal on a yearly basis.

Access Requests

Please let us know what file shares, printers, and/or shared mailboxes the individual will need access to. Once the account has been created, we will either fulfill or submit additional requests on the new user's behalf (if approvals are required).

e.g., read/write (or read only) access to the "ITS_Test" share

Required information

Student Name	Non-RIT Email Address
Department Number	Account Sponsor
Username requested	
Preferred display name	Expiration Date

Add to Cart
Request

1. **Account type requested:** Change this to **Student Employee**
2. Set **Account Sponsor** to yourself or the Manager of the department
3. **This account requires:** Only check **Email** here unless the user will require VPN
4. **Expiration Date:** This is usually 1 year out (renewable at <https://start.rit.edu>)
4. Click **Add to Cart** if you have multiple students to add at once. If you have only one, hit **Request**
5. Done

Note:

Email accounts that are created are on RIT's Exchange Mail Server. This is not a GMAIL address. Student workers can access their work email by visiting <https://mymail.ad.rit.edu> or by setting up their favorite Mail client app.

Information on that is located here under the **Exchange Mail Client Settings Quick Reference Guide**: <https://www.rit.edu/its/services/email/exchange>