

## Instructions to Request a UTHSC Net ID

1. Open a Web browser (e.g., Chrome, FireFox, Internet Explorer, or Safari) and navigate to [www.uthsc.edu](http://www.uthsc.edu).
2. At the top of your screen, under *Resources* select *iLogin*.



3. Type in your UT NetID and Password on the Duo Central Authentication Service and click the blue Login button.



**Central Authentication Service**

NetID:

Password:

By logging in to this site, you agree to the terms of the UT Acceptable Use Policy.

**UTHSC Secure Services**  
UTHSC Service Authentication

**Note:** If you have problems with your Net ID and/or password, contact the UTHSC Computer Help Desk at 901.448.2222.

4. On the iLogin page, click the + sign to the left of *Administration* and select *Net ID Online Request/Renewal*.

THE UNIVERSITY of TENNESSEE  
HEALTH SCIENCE CENTER  
Memphis, Tennessee

Contact Us  
Search  
Home

You are currently logged in as: CBARCLAY

**iLogin**  
@uthsc.edu

Welcome! You currently have access to all the applications listed below. If an application is not listed and you need access to it, please call the IT help desk at (901) 448-2222. Feel free to provide us with feedback by clicking on the feedback link at the bottom of the page.

**Application List**

Applications

- Administration
  - UTHSC Directory of Faculty and Staff
  - SACS Faculty Credentials
  - Institutional Research System (IRIN)
  - Exchange Public Folder Creator
  - NetID Online Request**
  - Campus Training Lessons
  - Compliance Reports
  - HIPAA and Billing Update- Reports
  - UTHSC Information Security Training Reports
  - FERPA Reports
  - Employee Exit Clearance
  - Temporary Help Pool
  - Student Intern Employees
- Human Resources
- College of Dentistry
- UTHSC Guest Internet Access
- Faculty
- Oracle Web Menu

5. On **Sponsor Request/Renewal for a Network Identifier** page, click the *Start* button.

THE UNIVERSITY of TENNESSEE  
HEALTH SCIENCE CENTER

nobody

**Sponsor Request/Renewal for a Network Identifier**

The NetID (Network Identifier) and its associated password is used to access network-based services at the University of Tennessee. These may include email accounts, dialup or wireless network access, library database access, and an increasing number of other services. The NetID is associated with a listing (or unlisted entry) in the UT Online Directory (LDAP Directory). While most people are added automatically to the directory, including employees and students, some may need to be added to the directory manually. This form will allow you to enter a request for NetID and submit it to Computing and Telecommunications staff for processing.

**NOTE:** Group and departmental Net ID requests cannot be made through this online form. These requests can be made by utilizing the forms at <http://oit.utk.edu/forms> page.

Use this system to request an individual NetID or renew an individual NetID that has expired. To verify or lookup an individual's NetID, visit the [online directory](#).

To submit a NetID request for an individual, click the **Start** button.

**Start**

6. On **Step 1 – Sponsor Information** page, the Sponsor's UT Net ID should populate; then type the appropriate contact information in the text box. Click the *Next* button.

**Step 1 - Sponsor Information**

A request for NetID must be sponsored by a Dean, Director, Department Head, or other authorized personnel. The sponsor's NetID will be used as the signed authorization signature for the request. The sponsor will be contacted for verification and notification when the request is complete.

I certify that this person is doing useful work for the University of Tennessee and needs access to computing and network resources.

Click the Next button to continue.

Sponsor's UT NetID:

Additional Contact Information:

7. On **Step 2 – Information about people to be added** page, click *Add a Person* button.

**Step 2 - Information about people to be added**

You may add one or more people to the list for a NetID request. It is important to correctly enter their Name, SSNO, and Birth Date, since they are used to generate the NetID and default password.

To add a person to the list, click the Add a Person button.

To edit a person, click the Edit button next to the persons record.

To finish and submit the request, click the Finish button.

Click add to enter a new person

8. On the **Person Information** page, complete the appropriate information. Any field with an asterisk (\*) is a required field. Click *Create* when you are finished with all required fields.

**Person Information**

Enter information about the person to be added. All fields marked by a \* must be filled for the application to be processed.

\* Select the category that this person falls under. If none of the listed categories apply, select Other and enter the reason this person should have a NetID.  
 Other

\* Enter the justification other than the categories listed above:  
 Institutional Review Board - Access to IRB electronic system, iMedRIS

\* Check Reasons for Request: (Check all that apply)  
 Email     Wireless Access  
 IRIS     Oracle/Web Applications  
 Blackboard     Other

\* SSNO: 000000000  
 \* Last Name: Doe  
 \* First Name: Jane  
 Middle:

\* Date of Birth (MM/DD/YYYY): 00/00/0000

\* Department: SAMPLE    \* Phone #: 000.0000    \* Campus: SAMPLE

Other Contact Information:  
 (Any combination of Telephone number, email address, and US mail address)  
 EMAIL ADDRESS

Cancel **Create**

9. On the **Step 2 – Information about people to be added** page you will be given the opportunity to add another person to the request if necessary. Click *Add a Person* and follow the previous step.

Action Processed. X

**Step 2 - Information about people to be added**

You may add one or more people to the list for a NetID request. It is important to correctly enter their Name, SSNO, and Birth Date, since they are used to generate the NetID and default password.  
 To add a person to the list, click the Add a Person button.  
 To edit a person, click the Edit button next to the persons record.  
 To finish and submit the request, click the Finish button.

Cancel < Previous Finish>

**Add a Person** (circled with a red arrow pointing to it)

Edit	Last Name	First Name	SSNO	Birth Date	Department	Phone
EDIT						

10. On the **Step 2 – Information about people to be added** page, if you have completed your request, click *Finish*.

Action Processed. [X]

**Step 2 - Information about people to be added**

You may add one or more people to the list for a NetID request. It is important to correctly enter their Name, SSNO, and Birth Date, since they are used to generate the NetID and default password.

To add a person to the list, click the Add a Person button.  
 To edit a person, click the Edit button next to the persons record.

To finish and submit the request, click the Finish button.

Add a Person

Cancel < Previous **Finish>**

Edit	Last Name	First Name	SSNO	Birth Date	Department	Phone
<a href="#">EDIT</a>						

1 - 1

11. On the **Step 3 – Submit Request** page, verify that the information is correct and click *Submit Request*.

**Step 3 - Submit Request**

This step completes the Request for Net ID process. Please check the list of people below for accuracy. Verify the Name, SSNO, and Birth Date since they will be used to assign the UT Net ID and default password.

If there is an error, click the Previous button to make any corrections.

If you are ready to submit your entry, click the Submit Request button, and the information will be electronically sent to the Computing & Telecommunications staff for processing.

Cancel < Previous **Submit Request**

Name	SSNO	Birth Date	Department	Phone

1 - 1

12. Once you have submitted your request, you should receive the **Request submitted** page that lets you know that UTHSC Information Technology Services will send an email once the account has been created.

Your request has been submitted. Please allow 24 hours for processing. Thank you. [X]

**Request submitted**

Your request has been submitted. You will be notified by e-mail when the account(s) are ready. Thank you.