The following instructions are provided as a guide to obtain a NetID for a new employee.

Who gets an MSU NetID?

MSU NetID (e-mail account):

MSU NetIDs are assigned to all current MSU faculty, staff, students and retirees. A MSU NetID is a unique, alphanumeric identifier of two to eight characters and is generated automatically from the user’s name.

MSU NetIDs provide access to the official MSU e-mail system and many other online services on campus.

Faculty and staff affiliated with MSU must request a PIN online.

Go to: https://www.netid.msu.edu/

Select “Request a PIN” and then click the link “Faculty, staff, and other individuals affiliated with MSU must request a PIN online”.

Fill out the form completely to request your assigned PIN.

Select how you would like to receive the NetID/PIN:

- Pickup at the ID Office
- Mail to department
- Mail to home address

Once the form is completely filled out, select: SUBMIT FORM

The information will be available within 1-2 business days.

NOTE: Departments can request a NetID for a new employee ahead of time. Departments can get the information faxed to their office if they go online and complete the necessary information on behalf of the employee.

Once the letter has been obtained, it will include the four-digit PIN (personal identification number) and the PID (personal ID). You will need these to activate the MSU NetID or to change the password.

Go to: https://www.netid.msu.edu/ and select “Activate your MSU NetID”.

Complete the necessary information and then select: Activate my MSU NetID

Updated: 9/4/2013