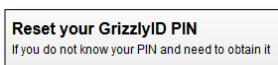


EMAIL INSTRUCTIONS

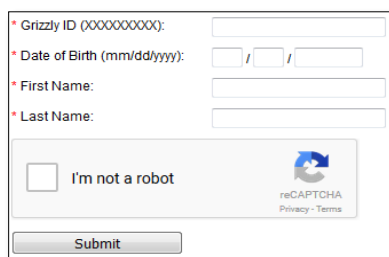
How to create NetID username, NetID Password, or reset GrizzlyID pin

1. Visit <https://netid.oakland.edu/profile/>

2. Select



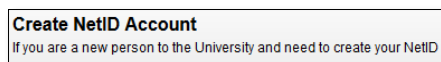
3. Complete information, check 'I'm not a robot' box, click 'submit'

A registration form with a white background and a thin border. It contains the following fields: "Grizzly ID (XXXXXXXXXX):" with a text input field; "Date of Birth (mm/dd/yyyy):" with three dropdown menus for month, day, and year; "First Name:" with a text input field; "Last Name:" with a text input field; an "I'm not a robot" checkbox; a reCAPTCHA logo with "reCAPTCHA Privacy - Terms" text; and a "Submit" button at the bottom.

4. You will complete two more forms and your pin will be created. Pin must be six (6) numbers.

5. Go back to <https://netid.oakland.edu/profile/>

6. Select



7. Click



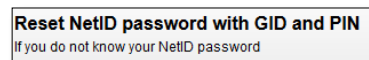
8. Enter your G# and the pin number that you created, click submit

9. Now, select the NetID that you would like from the list, click submit

10. You should receive a congratulations message stating your new email address.

11. Return to <https://netid.oakland.edu/profile/>

12. Select



13. Enter your G#, Pin, and a password (8-15 characters), you must use at least one uppercase letter and at least one number.

14. **Congrats!** You have created your password for Google, NetID login, and ADMNET.

HOW TO ADD YOUR CAMPUS INFORMATION TO THE WEB DIRECTORY

1. Locate your department name, your room number, phone extension, and the official address of your building.
2. Go to <https://sail.oakland.edu> and Click on 'Log In to Secure Area'
3. Log in using your NetID credentials (same as your email name and password).
4. Select 'Personal Information' > 'View/Update Address and Phone'
6. At bottom of page, choose 'Campus Office' from Type of Address to Insert menu, and click Submit.
7. Fill out the information as shown below:
8. Click Submit at the bottom of the page

Campus Office

Valid From This Date:MM/DD/YYYY 10/06/2011

Until This Date:MM/DD/YYYY

Address Line 1: University Human Resources Dept

Address Line 2: Wilson Hall Rm 123

Address Line 3: 371 Wilson Blvd

City: Rochester

State or Province: Michigan

ZIP or Postal Code: 48309-4486

County: Oakland

Nation: USA

Delete this Address:

Primary Phone Number For This Address:

Area Code	Phone Number	Extension	OR	International Access Code and Phone Number	Unlisted
248	1234567		OR		<input type="checkbox"/>

Policies & Additional Information

Payroll: [Payroll Calendar](#)

Paystub: Retrieve your pay stub by accessing the Employee Services site on the [Oakland University SAIL](#) website. After logging in, go to Employee Services > Pay Information > Pay Stub.

Health: [Health Insurance Coverage](#)

[Policy 710 Administrative Guidelines Prohibiting Discrimination](#)

[Policy 711 Guidelines for Handling Discrimination Complaints](#)

Information Technology Policies: [Policy 830](#); [Policy 850](#); [Policy 860](#); [Policy 870](#); [Policy 880](#); [Policy 890](#);

[Policy 470 Release of Student Educational Records](#)

[Policy 1130 FERPA \(Family Educational Rights & Privacy Act\)](#) ;

[Policy 406 Conflict of Interest Nepotism](#)