If you are a new employee’s supervisor or have been delegated proper authority, you may request a BlueNet Account for the new employee online.

1. Navigate to https://intranet.ccsu.edu/bluereq/
   NOTE: This URL is accessible from on-campus only. To request an account for a new employee from off-campus, log on to remote application server via Citrix.
2. Log in with your BlueNet account.
3. Enter the new employee’s 8-digit ID number and check the box that states you are authorized to request an account and click on Next.

4. If the new employee is set up properly in Banner, the screen below will open. Complete all the fields then click Next.
   NOTE: If the new employee is not set up properly, or there is an existing account for the employee, you will get an error message.
   Go to http://www.ccsu.edu/it/itservices/bluereq_info.html for a listing of all error messages and how to proceed or call Help Desk at ext. 21720.

5. After clicking Next, a screen will come up to confirm the information. Click Confirm or Edit.
6. Within 15 minutes after you have submitted the form, you will receive an email with instructions for the new employee to activate their BlueNet account through Accounts Management.
7. If you have checked the box to give the employee departmental netshare access (S:drive), the request is processed separately, and you will be notified by the Help Desk when access is available.