

Requesting a Graduate Center Network Account

Effective: August 13, 2024
Last Updated: December 18, 2024

This guidance is intended for hiring managers when requesting a GC Employee Network Account.

NOTE: Submitting the Employee Network Account request form does not automatically grant the employee a “@gc.cuny.edu” email address.
A “@gc.cuny.edu” email address is predicated on the employee’s Graduate Center CUNYfirst EMPLID status.

Type of User	Form to Submit	Description	Benefits
Tax-Levy or Research Foundation Employee	<p>No form to be submitted.</p> <p>Account creation is an automated process which is triggered by an employee/researcher being appointed in CUNYFirst HCM.</p> <p>This process takes 3 -5 days after it is entered into CUNYfirst HCM.</p>	For users hired through Human Resources or the Research Foundation with a CUNYfirst ID/EmplID	<ul style="list-style-type: none"> - GC network access - GC email address if the employee has an active GRD01 CUNYfirst EMPLID status - Permanent hire (no end date) - EMPLID REQUIRED
Students/ Visiting Faculty/ Visiting Researchers	<p>Guest Account Application https://portal.gc.cuny.edu/</p> <p>Application is only accessible to approved administrators from each initiative.</p>	For initiative users requiring access to GC-binded computers who will be onsite at the ASRC for less than 30 days	<ul style="list-style-type: none"> - GC network access - Guest account valid for up to 30 days (no end date required)
<u>IN THE INTERIM:</u> Visiting Scholars	<p>With SSN: Person of Interest Personal Data Form</p> <p>Without SSN: Submit ticket to ITServices@gc.cuny.edu including the following:</p> <ul style="list-style-type: none"> - First Name: - Middle Name: - Last Name: - Department: - Supervisor/Manager: - Start Date: - End Date: - Alternative Email Address: - Birth Month/Year: 	For initiative users requiring access to GC-binded computers who will be onsite at the ASRC for more than 30 days	<ul style="list-style-type: none"> - GC network access - Valid until termination date

Important: All forms must be completed and submitted by core/initiative administrators. The GC Guest Account Application is tailored for each initiative so administrators will need to log in with their GC credentials. Please continue to submit the ASRC Onboarding Forms to request phone setup, grant permissions, and request badge. Visit [IT Email Policies and Procedures](#) for additional details.