

Requesting a Graduate Center Network Account

Type of User	Form to Submit	Description	Benefits
Tax-Levy Employee	Employee Network Account Request Form	For users hired through Human Resources with a CUNYfirst ID/ EmplID .	<ul style="list-style-type: none"> - GC network access - GC mailbox - Permanent hire (no end date) - EMPLID REQUIRED
Research Foundation Employee	Person of Interest Personal Data Form Once the POI form has been processed, an e-mail will be sent to the employee explaining how to claim their CUNYfirst account and EmplID .	For users hired by RF. These users are not appointed on a GC tax levy line and require a CUNYfirst account. After receiving the employee's EmplID , please submit the Employee Network Account Request Form above.	<ul style="list-style-type: none"> - GC network access - GC mailbox - Permanent hire (requires end date) - Valid up to end date - EMPLID REQUIRED
Students/ Visiting Faculty/Visiting Researchers	Employee Network Account Request Form	For students, visiting researchers, and visiting faculty who requiring network accounts to log into a GC-binded computers.	<ul style="list-style-type: none"> - GC network access - GC e-mail address, but no physical GC mailbox - Temporary account (requires an end date) - Valid up to end date - NO EMPLID REQUIRED
Temporary Accounts	GC Research Guest Account Application Application is only accessible to approved administrators from each initiative	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 - No GC e-mail address and no physical GC mailbox - Temporary account valid for up to 7 days (no end date required) - Accounts can be reassigned

Important: All forms are to be completed and submitted by core/initiative administrators. The Employee Network Form 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.

If you do not have the CUNYFirst ID or Employee ID ([EMPLID](#)) for the new hire, please submit a request with HR@gc.cuny.edu.

Also visit [IT Email Policies and Procedures](#) for additional details.