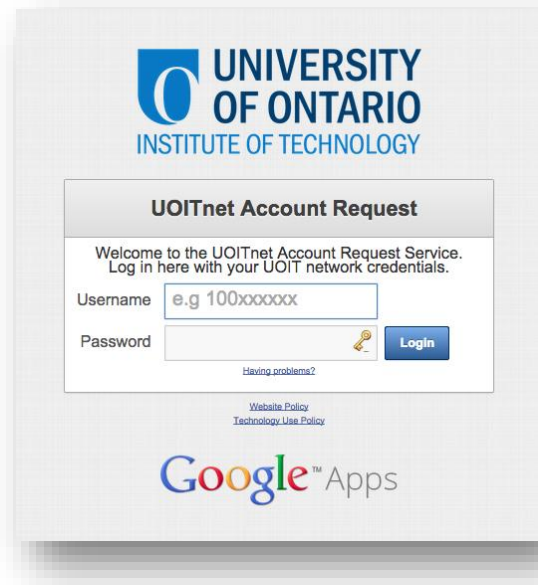


UOITnet Faculty and Staff Account Request Process

Step 1: To Begin

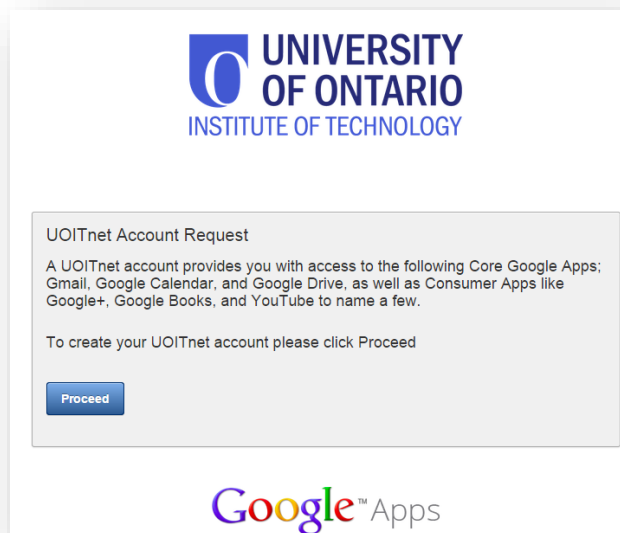
Go to <http://uoit.net/accountrequest> link and sign in with your Banner number and network password.



The screenshot shows the login interface for the UOITnet Account Request Service. At the top is the University of Ontario Institute of Technology logo. Below it is a header box titled "UOITnet Account Request". The main content area contains a welcome message: "Welcome to the UOITnet Account Request Service. Log in here with your UOIT network credentials." There are two input fields: "Username" with the placeholder text "e.g 100xxxxxx" and "Password" with a key icon. A "Login" button is positioned to the right of the password field. Below the password field is a link for "Having problems?". At the bottom of the form area are links for "Website Policy" and "Technology Use Policy". The "Google Apps" logo is displayed at the very bottom of the page.

Step 2: UOITnet Account Request

To create your UOITnet account please click **Proceed**.



The screenshot shows the "Proceed" page of the UOITnet Account Request process. It features the University of Ontario Institute of Technology logo at the top. The main content area is titled "UOITnet Account Request" and contains the following text: "A UOITnet account provides you with access to the following Core Google Apps; Gmail, Google Calendar, and Google Drive, as well as Consumer Apps like Google+, Google Books, and YouTube to name a few." Below this text is the instruction "To create your UOITnet account please click Proceed" and a blue "Proceed" button. The "Google Apps" logo is at the bottom of the page.

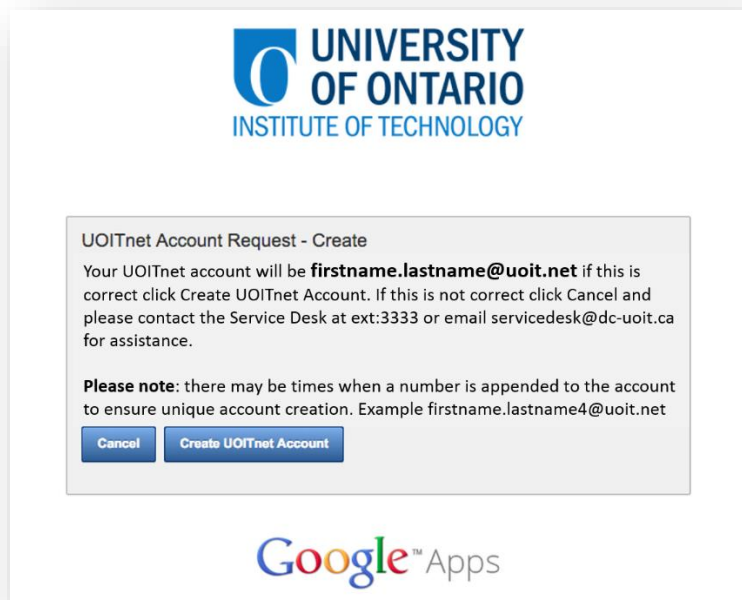
UOITnet Faculty and Staff Account Request Process

Step 3: UOITnet Account Request - Create

Your UOITnet account will be displayed with **firstname.lastname@uoit.net**

If this is correct click Create UOITnet Account. If this is not correct click Cancel and please contact the Service Desk at ext. 3333 or email servicedesk@dc-uoit.ca for assistance.

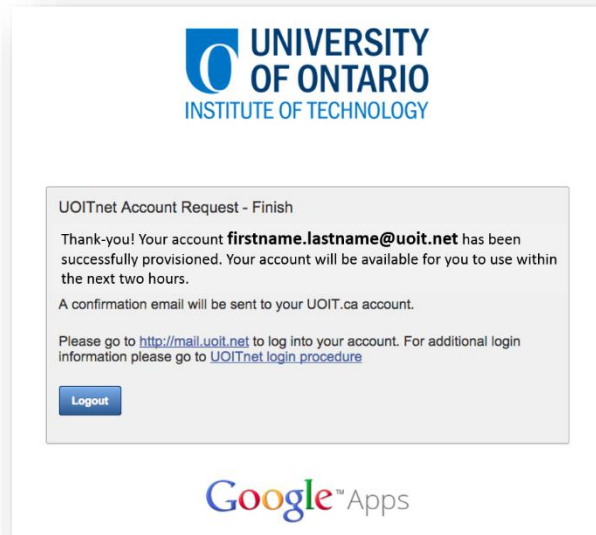
Please note: there may be times when a number is appended to the account to ensure unique account creation. Example `firstname.lastname4@uoit.net`.



UOITnet Faculty and Staff Account Request Process

Step 4: UOIT Request Access – Finish

- Your account **firstname.lastname@uoit.net** will be provisioned and will be available for use within the next two hours.
- Please go to <http://mail.uoit.net> to log into your account.
- For additional login information please go to (add hyper link here for UOITnet login procedures)



- You will also receive an email confirmation to your MS Exchange account **firstname.lastname@uoit.ca** with the following message.

