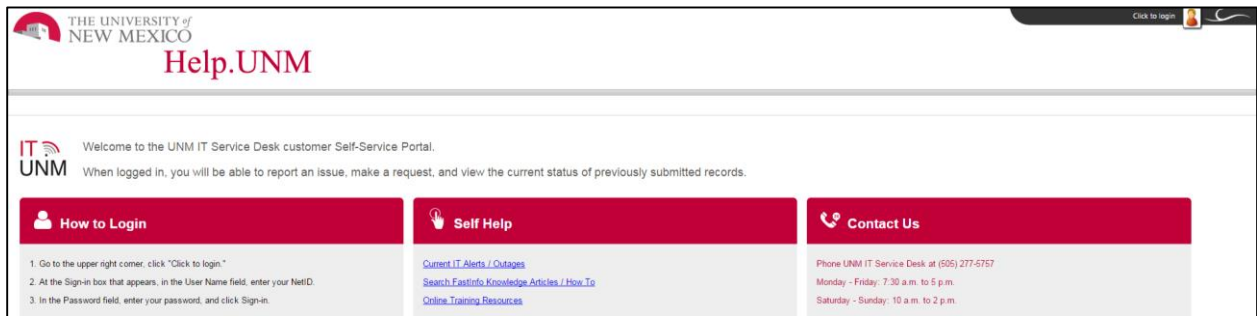


**BEFORE YOU START THIS ONLINE REQUEST** FOR A NetID for your club or to change the password for an existing club NetID **YOU MUST BE CHARTERED FOR THE CURRENT ACADEMIC YEAR**. All online request will be routed to the Student Activities Center for approval before IT can complete the request.

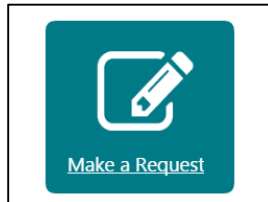
**To create a new NetID for your student club**

Navigate to the website <https://help.unm.edu/>.

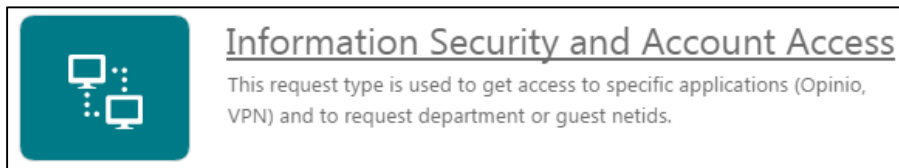
Login to the service desk using your personal NetID and password, by clicking on the Login link in the upper right hand corner.



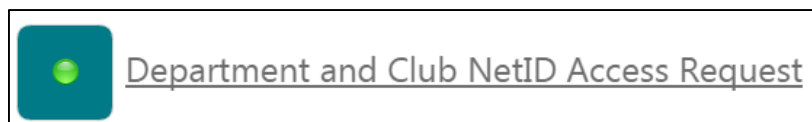
**Once logged in:** Click on the icon labeled “Make a Request”




Select the option for “Information Security and Account Access”




Select the option for “Department and Club NetID Access Request”



Fill out all required fields in the form. Any missing information may delay your request. List the Student Activities Center as the approver ([sac@unm.edu](mailto:sac@unm.edu)).



## New Request (233185)

New Entry  
  

### 1 Customer Information

If your submission is on behalf of another user, please select them from the lookup.

User does not have a NetID

The request is on behalf of this user:

An approver is required:

Be sure to list the full name of your Chartered Student Organization in the description box. Do not use acronyms or nicknames.

## 2 Request Details

Please complete the details associated with this request.

Service: **Department and Club Accounts**

Request Type:  New  Modify  Disable

Category:

Please type a brief description of your request:

### New Club NetID Request

Club Chartered:

Club Name:

First Choice NetID:\*

Second Choice NetID:\*

Requested NetID (first choice--2 to 20 characters, starting with a letter); \* Your netID is not case-sensitive; so for example 'TIM' is the same as 'Tim'. If someone else has already selected the ID(s) you choose you will be contacted.

Review your information before submitting the request. Write the request number from the top of the page to keep for your records. You will receive a confirmation email regarding your request, as well as an update upon its completion.

