Requesting a New BlueNet Account

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 the BlueNet Account Request System at https://webapps.ccsu.edu/BlueReq.
2. Log in with your BlueNet account.
3. Select Request New Employee Account.

4. 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.

5. If the new employee is set up properly in Banner, the screen below will open. Complete the supervisor field, 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 the IT Help Desk at ext. 21720.

6. You will then be prompted to confirm/update network resource access for the new employee. By default, the new employee receives access to your departmental netshare and is added to the department's email distribution list. If you would like to remove either of these resources, click on the check box, then click on the Remove button. To add additional network resources,

click on the Add button and select the resources from the list. When you have finished adding or removing network resources, click on Next.

7. After clicking Next, you will be prompted to confirm the information. Click Edit to make changes or Confirm to submit the request.

8. Once the request is submitted, you will receive a confirmation screen. You may then log out or request another account.

New Employee BlueNet Account Processing

After submitting the new employee's BlueNet account request, two actions take place:

1. Network resource approval - Data Owners/Authorizers for any network resources requested will receive an email from our Data Privilege system with instructions to approve the requested resources. If you are the Data Owner/Authorizer for any network resources you requested for the employee, these will be automatically added to the account. Any resources that need approval will not be added to the employee's account until the Data Owner/Authorizer approves the request.

2. Account activation – Our system processes the account activation and stages the new employee's account for activation. Within 15 minutes of submitting the request, you will receive an email with instructions for the new employee to complete the activation of their BlueNet account through the online Accounts Management System. If the new employee is a student worker, you will receive a username and password in the email, as they do not need to use Accounts Management to activate their account.

Modifying an Existing Employee's BlueNet Account

You may also use the BlueNet Account Request System to modify an employee's network resource access.

1. Navigate to the BlueNet Account Request System at https://webapps.ccsu.edu/BlueReq.
2. Log in with your BlueNet account.

3. Select Modify Account Permissions.

4. Enter the employee's 8-digit ID number and check the box that states you are authorized to make account changes and click on Next.

5. If the employee has an existing BlueNet account, the screen below will open. Confirm this is the correct employee and click on Next. If you need to select a different employee, click on Cancel. *NOTE: If the employee does not have an existing BlueNet account or is not set up properly, 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 the IT Help Desk at ext. 21720.

6. The employee's current network resources will be displayed. Follow the on-screen instructions to add or remove access. Please note there may be several pages of access, use the navigation buttons on the bottom right to move through the various pages. When you have finished making changes, click on Next.

7. After clicking Next, you will be prompted to confirm the information. Click Edit to make changes or Confirm to submit the request.

8. Once the request is submitted, you will receive a confirmation screen. You may then log out or request another account.

BlueNet Account Modification Processing

After submitting the BlueNet account modification request, two actions take place:

1. Network resource approval - Data Owners/Authorizers for any network resources requested will receive an email from our Data Privilege system with instructions to approve the requested resources. If you are the Data Owner/Authorizer for any network resources you requested for the employee, these will be automatically added to the account. Any resources that need outside approval will not be added to the employee's account until the Data Owner/Authorizer approves the request.

2. Account update – Our system processes the account updates and makes the approved modifications. For network resource access that required outside approval, you will receive an email from Data Privilege once the request has been processed.

Need Help?

Call the IT Help Desk at 860-832-1720 or email techsupport@ccsu.edu.