# How do I get a NinerNET account?

**Tell Me**

1. When you get a NinerNET account depends on your relationship/role with the University.

<table>
<thead>
<tr>
<th>Role</th>
<th>When</th>
<th>How</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>After acceptance</td>
<td>Admissions sends NinerNET information in Admissions packet</td>
</tr>
<tr>
<td>Faculty</td>
<td>After initial hiring paperwork is completed by hiring department and processed by Academic Affairs</td>
<td>An email notification is sent to the personal email account provided by the faculty member after the hiring paperwork has been processed and a hire date is entered into the Banner HR system. Faculty can get pre-employment access as soon as a hire date is entered into the system.</td>
</tr>
<tr>
<td>Staff</td>
<td>After Human Resources (HR) appointment paperwork is completed by hiring department and processed by HR</td>
<td>An email notification is sent to the personal email account provided by the staff member after the hiring paperwork has been processed and a job assignment is entered into the Banner HR system.</td>
</tr>
<tr>
<td>Sponsored Guest</td>
<td>After the sponsored guest request is processed</td>
<td>An email notification is sent to the personal email account of the sponsored guest once the sponsored guest request is processed.</td>
</tr>
</tbody>
</table>

2. Faculty/staff and sponsored guests receive an email notification similar to this one:

   > From: UNC Charlotte Information Technology Services  
   > Name: Noms Niner, NinerNET User Name: niner49  
   > A NinerNET (@uncc.edu) account has been established for you to access University electronic resources (e.g. Gmail, computer login, network drives, etc.)  
   > To create your NinerNET password, go to pmmanager.uncc.edu and click the ‘Activate Account’ button.  
   > If you have any questions please call the IT Service Desk at 704.687-5500.  
   > Thank you,  
   > UNC Charlotte | Information Technology Services  
   > 9201 University City Blvd | Charlotte, NC 28223  
   > Phone: 704.687-5500  
   > help@uncc.edu | http://itservices.uncc.edu  
   >  
   > If you are not the intended recipient of this transmission or a person responsible for delivering it to the intended recipient, any disclosure, copying, distribution, or other use of any of the information in this transmission is strictly prohibited. If you have received this transmission in error, please notify us immediately by telephone at 704-687-5500. Thank you.

3. Faculty, staff, students and sponsored guests must **activate** the account on the NinerNET website and set a password.

4. After the account is activated, NinerNET credentials are used to access email and other systems.

**Info**

Not all access is established immediately. Some systems, like card access and Library access, may be unavailable based on role or additional paperwork required at the employee’s start date.

   To activate and manage your account, go to [https://ninernet.uncc.edu](https://ninernet.uncc.edu).

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**Related FAQs**

- How do I activate my NinerNET account with Duo?
- How do I activate my NinerNET account?
- How often does my NinerNET password expire?
- How do I change my NinerNET password on the NinerNET website for password and account management?
- How do I reset my NinerNET password if I forgot it?