New Account Requests

The steps to request a new account depend on the type of account being asked for.

### Aleph

To request an Aleph account, please email permissions@library.nyu.edu with the following information:

1. The user’s full name
2. The user’s NetID, if applicable. Please send their e-mail address if not.
3. The name on an existing account to model the new one after.
4. Any special notes or considerations.

Please be aware that Aleph account requests require the approval of the following people, according to your department:

- Cataloging: Elizabeth Lilker
- Acquisitions & Serials: Nina Servizzi
- Circulation: Kimberly Sweetman

Client Services cannot begin the account creation process until it has been submitted for approval to permissions@library.nyu.edu and reviewed by the above people.

### Bobst Library Domain:

This type of account replaced Lancaster and Escott in August 2007. It's what users use to log into the machine and network simultaneously.

Send an e-mail to helpdesk@library.nyu.edu with the following information:

1. The user’s full name
2. The user’s NetID
3. The user’s N# (optional)
4. The name on an existing account to model the new one after.
5. Any other extra privileges, if any.

It’s what users use to log into the machine and network simultaneously.

On-Site Desktop Support:

- **Via Phone:** (212) 992-9020, or helpdesk@library.nyu.edu
- **Via E-mail:** helpdesk@library.nyu.edu

**Meeting Maker:**

As of June 20th 2008, Meeting Maker is now managed by the university’s main ITS. To apply for an account, send an e-mail to meetingmaker.request@nyu.edu. Please include your NetID and full name in the body of the email.

In addition, your Meeting Maker password is the same as the password you use to log in to NYU Home. If you forget your password, you can reset it by going to http://start.nyu.edu.

**Wiki:**

Send an e-mail to helpdesk@library.nyu.edu with the following information:

1. The user’s full name
2. The user’s NetID
3. Any other extra privileges, if any.

Visit: meetingmaker.request@nyu.edu

### Going to call us?

Having the exact error message you’re getting will expedite the troubleshooting process.