



Information Services & Technology Service Center

OSR Customer Account Request

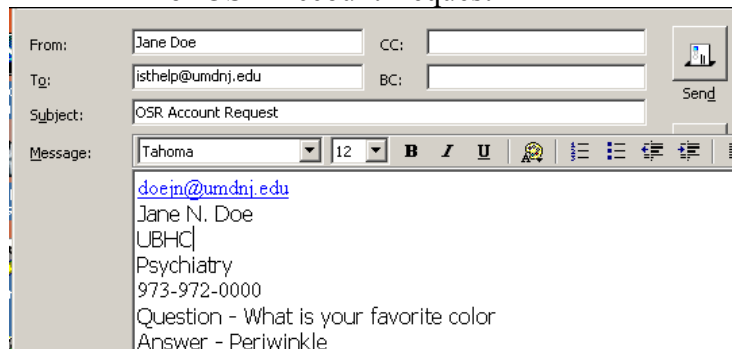
If you have not previously contacted the Service Center, you will need to do so before you can use the online system. You must have an email account to utilize the system. Please call the IST Service Center at 732-743-3200 or email us at isthelp@umdnj.edu for assistance.

Online Service Request for Account Creation

Send an email to isthelp@umdnj.edu and include the following information within the message

- Subject of email to read **“OSR Account Request”**
- Within the message text area, include the following
 1. Email account name. The email account name was the assigned id provided when you obtained your account, not the long name or personalized id you might have later created.
 2. Full name (Last, first and middle initial)
 3. School/Unit
 4. Department/Section
 5. Office contact number, 10 digit telephone number
 6. Create a personal question and an answer. This question and answer will allow you to reset your OSR password.
 - a. The question should not exceed 100 characters
 - b. The answer should not exceed 50 characters.

EXAMPLE of OSR Account Request



You will receive a confirmation email within three to five business days providing you with login instructions.