



OVERVIEW

ESTR receives faculty, student and staff contact information from Harvard's Identity Management System (not including Special Library Borrower and Summer School Student information). Getting a Harvard University ID (HUID) or making an update to the information on file with your HUID may be necessary to ensure access and that notifications are sent to the correct email address. Information below is also available on the [IT help desk website](#)

Select the question you would like answered

Do I need a HarvardKey to log in?

How do I get an HUID and PIN so I can log in to ESTR?

I already have an HUID, why isn't my log in working?

I already have an HUID, how do I change my information in the directory?

Do I need a HarvardKey to log in?

At this time, you can log in with either your HUID or HarvardKey credentials. However, you must have an active HUID to obtain a HarvardKey.

How do I get an HUID and PIN so I can log in to ESTR?

1. Complete the "Temporary Photo ID Card Request (POI Role)" application, available at:
<http://iam.harvard.edu/files/iam/files/sponsored-identity-request-form.pdf>
 2. Complete all sections of the application, and include the following items:
 - a. The required information for your Harvard HUID-holding sponsor. Applications must be completed by a faculty or staff sponsor and may be rejected if they do not have a Harvard-based sponsor. A sponsor may be the Principal Investigator of the study.
 - b. Information should also include:
 - Email: Must have a valid active email address,
 - Role: May be marked "other: IRB", and
 - ID Card Required?: Should be marked "no" unless this application includes a request for building access.
 3. Send completed application to the email at the bottom of the form.
- **Harvard Library HUID Holders** (HUIDs issued by Countway, Weidner or another Harvard library): Individuals requesting an HUID who already hold a Harvard Library issued HUID (such as through Countway or Weidner) may indicate the existing Library issued HUID number on the form, in Section 1; "Has this individual been at Harvard before? ". However it is important to clearly indicate that this is a request for an additional number or role for access to ESTR.
 - **Summer School Student HUID Holders** (HUIDs issued to summer school students not considered part of the Division of Continuing Education): Individuals requesting an HUID who already hold a summer school HUID may indicate the existing HUID number on the form, in Section 1; "Has this individual been at Harvard before? ". However it is important to clearly indicate that this is a request for an additional number or role for access to ESTR.
 - **Longwood Area Applicants** Depending on the nature of the request, the Longwood campus may require that the applicant complete Environmental Health & Safety training. If this is the case, ID services will let you know before review of the request is complete.



After the form is submitted, it takes about three days for ESTR to update your access.

- Additional information about HUID: <http://www.campuservicecenter.harvard.edu/services/id-cards/frequently-asked-questions>
- If you have forgotten your password, please visit: <http://www.pin.harvard.edu/>

I already have an HUID, why isn't my log in working?

If you used to be able to log in but now cannot, your HUID status may have been changed. To reactivate your HUID:

1. Complete the "Temporary Photo ID Card Request (POI Role)" application, available at: <http://iam.harvard.edu/files/iam/files/sponsored-identity-request-form.pdf>
2. Complete all sections of the application, and include the following items:
 - c. The required information for your Harvard HUID-holding sponsor. Applications must be completed by a faculty or staff sponsor and may be rejected if they do not have a Harvard-based sponsor. A sponsor may be the Principal Investigator of the study.
 - d. Information should also include:
 - o Email: Must have a valid active email address,
 - o Role: May be marked "other: IRB", and
 - o ID Card Required?: Should be marked "no" unless this application includes a request for building access.
 - o Your HUID so it may be reactivated under the new role
3. Send completed application to the email at the bottom of the form.

After the form is submitted, it takes about three days for ESTR to update your access.

I already have an HUID, how do I change my information in the directory?

Students should make changes to name, address(es), listed phone, or marked official email data through your [School Registrar](#). It may take a couple of days for a local change to display.

Faculty and staff should work with their local directory contact to change all contact information including marked official email address. If you don't know who that is contact the IT Help Desk (617-495-7777) or email at ithelp@harvard.edu

Notes:

- Changes to name, job title, or office mailing address must be done through your local HR office. These changes are submitted to central payroll by the local department, where they are entered into the PeopleSoft HRMS.
- Expect approximately 3 days for a local change to show.
- At least one email address must be marked as "official" in the directory. Please indicate which email should be noted as "official" to the person assisting with the directory update.