A non-state ID number has been created for you. Non-state ID numbers are used for managerial employees of Kean University to access the State's ePAR system.

Please use the following instructions to complete the ePAR self-registration and linking process to gain access to your employee's evaluations.

NOTE that you are required to use all CAPITAL LETTERS when completing the registration. Please use the above-referenced Non-State ID number (including the NS leading letters) when populating the "User ID or Employee ID" field. DO NOT check the box indicating that you are a State Employee.

1. Please click the link below to open the registration page. You will be prompted to enter the following information:

https://wwwdnet-csc.nj.gov/NJ\_ePar\_Reg/

User ID or Employee ID	
First Name	
Last Name	
Email Address	
Confirm Email Address	

- 2. After entering the required information at the self-registration link, you will be asked whether or not you have a **myNewJersey account**. Select the appropriate option for you (Note that some employees/managers may have prior state service and therefore have an account associated with a pension, etc.). After responding to the prompt, you will be redirected to the State's home page: <a href="www.nj.gov">www.nj.gov</a>.
- 3. Once you have been redirected, you should either log in or create a new account if you do not already have one. This step is critical in that it links your myNJ account with the ePAR application, allowing you to access your employee's ePAR documents from the dashboard of your myNJ account.
- 4. After completing the self-registration, you can click on the ePAR link from your myNJ account. Upon entering the ePAR system, you should have access to assigned employees' ePAR evaluations from your landing page.





Increase the security of your account: myNJ now account page and click 'Multi-factor authentication' to

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