

How to Obtain NetID from Email Address in Excel

While Data Point Viewer (DPV) always strives to meet your reporting needs, sometimes you will need to use the Net ID variable that is not available in your workbook.

When this happens, you will need to work with the Email Address indicator and format it in Excel to create your own Net ID.

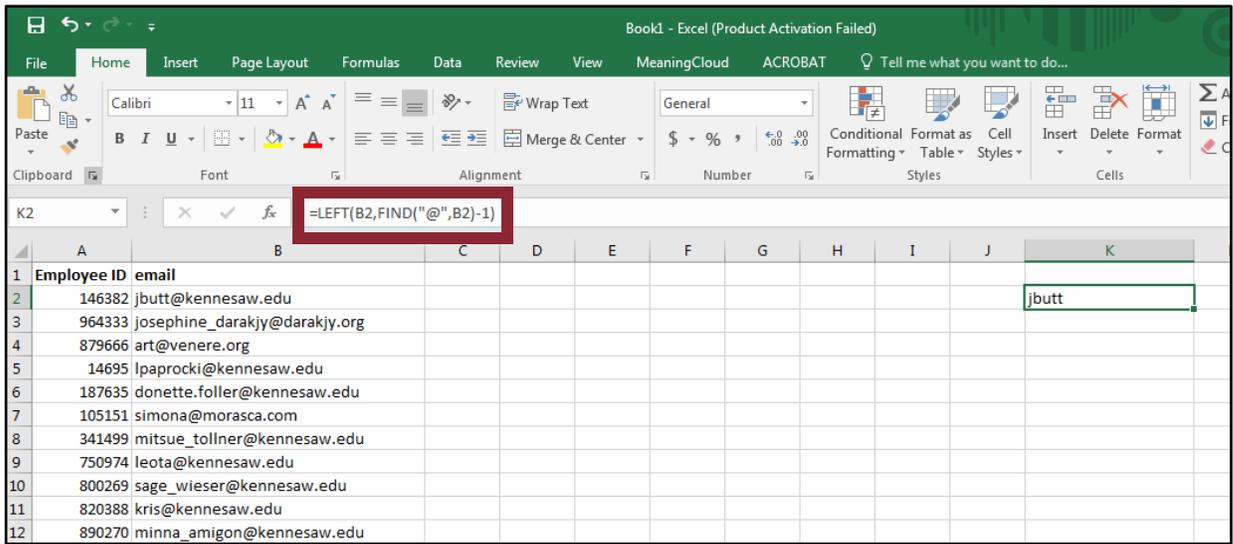
1. Below is a small sample report in Excel. As we can see, we have the Employee ID and Email Address, but we need the Net ID too.

It is crucial to note that if employees do not have a “@kennesaw.edu” or “@studentskennesaw.edu” email, then this technique will **NOT** give you the Net ID. Net IDs are limited to KSU email addresses only. Later, we will go over how to validate email addresses and distinguish between employee and student addresses.

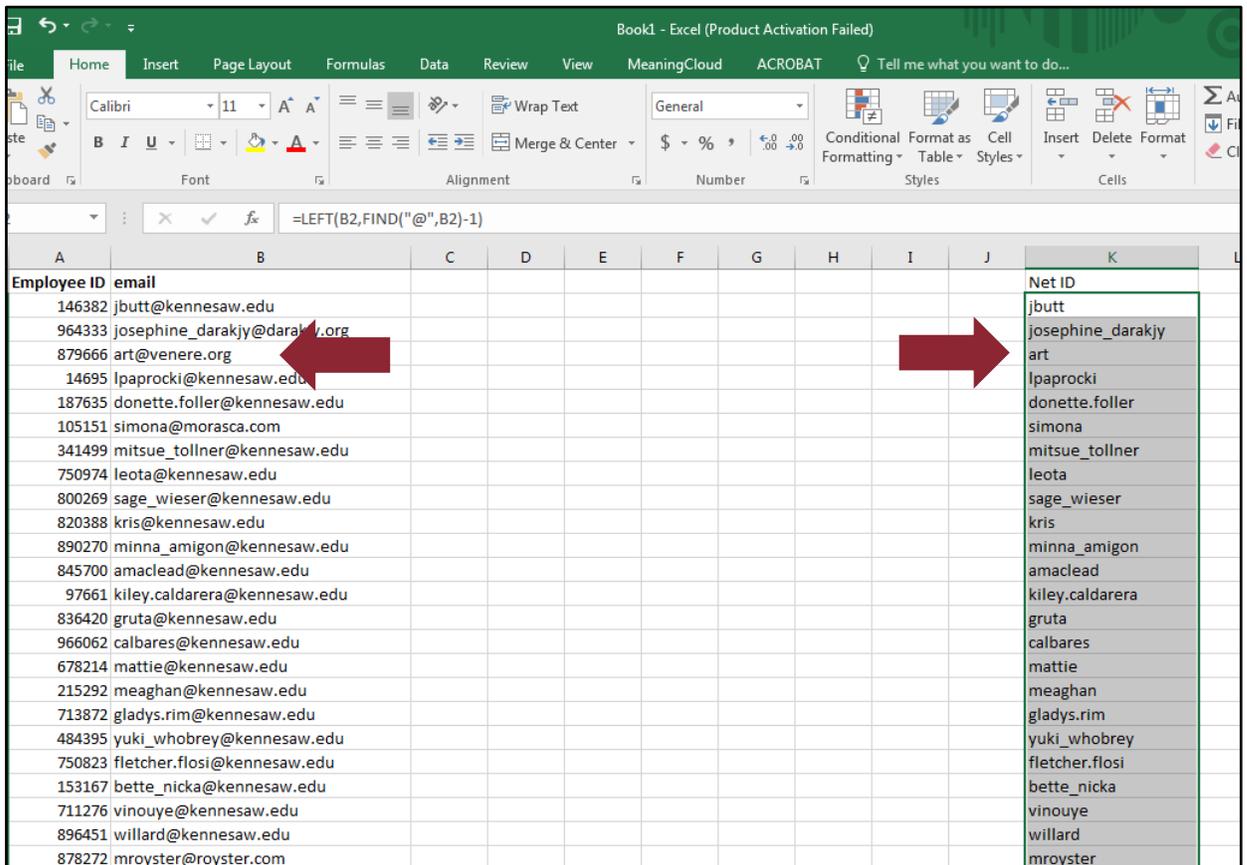
Employee ID	email
146382	jbutt@kennesaw.edu
964333	josephine_darakjy@darakjy.org
879666	art@venere.org
14695	lpaprocki@kennesaw.edu
187635	donette.foller@kennesaw.edu
105151	simona@morasca.com
341499	mitsue_tollner@kennesaw.edu
750974	leota@kennesaw.edu
800269	sage_wieser@kennesaw.edu
820388	kris@kennesaw.edu
890270	minna_amigon@kennesaw.edu
845700	amaclead@kennesaw.edu
97661	kiley.caldarera@kennesaw.edu
836420	gruta@kennesaw.edu
966062	calbares@kennesaw.edu
678214	mattie@kennesaw.edu
215292	meaghan@kennesaw.edu
713872	gladys.rim@kennesaw.edu
484395	yuki_whobrey@kennesaw.edu
750823	fletcher.flosi@kennesaw.edu
153167	bette_nicka@kennesaw.edu
711276	vinouye@kennesaw.edu
896451	willard@kennesaw.edu
878272	mroyster@royster.com
656256	alisha@slusarski.com
272789	allene_iturbide@kennesaw.edu
367779	chanel.caudy@caudy.org
866855	ezeziel@kennesaw.edu
601154	wkusko@kennesaw.edu

2. Sometimes, Data Point Viewer can be touchy and will prevent you from creating equations in Excel columns near the data. For the reason, we will make a new column Net ID in location K1. Once we are done creating the Net ID, we can copy and paste the column where we'd like it to be permanently.

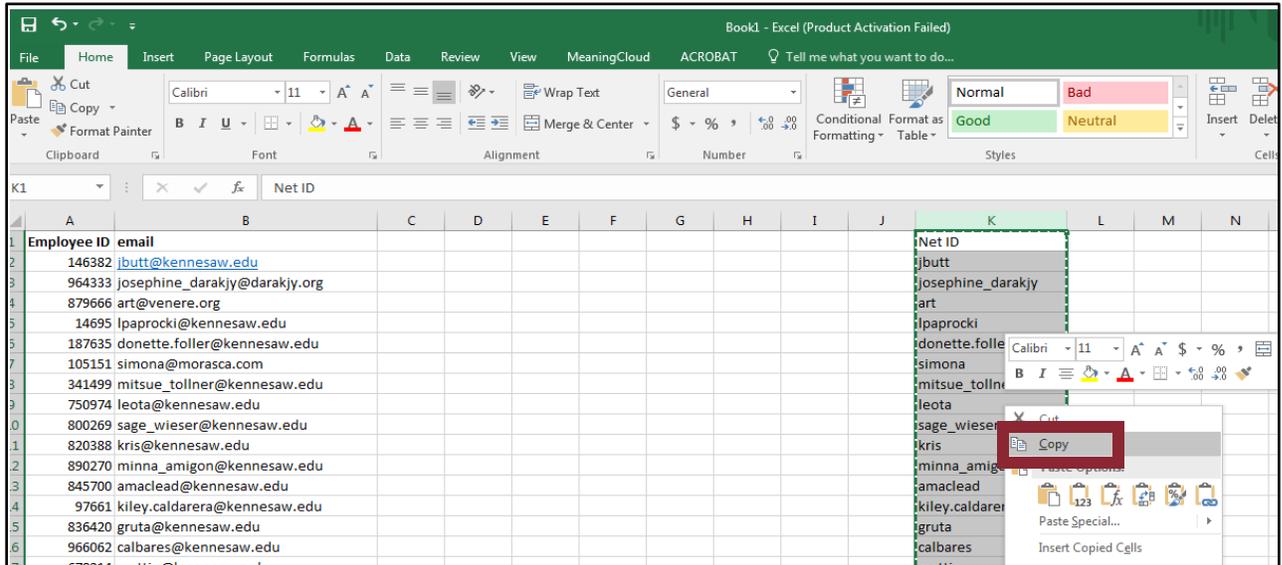
3. Start by typing “=” in location K2. Now type the following: LEFT(B2,FIND("@",B2)-1)



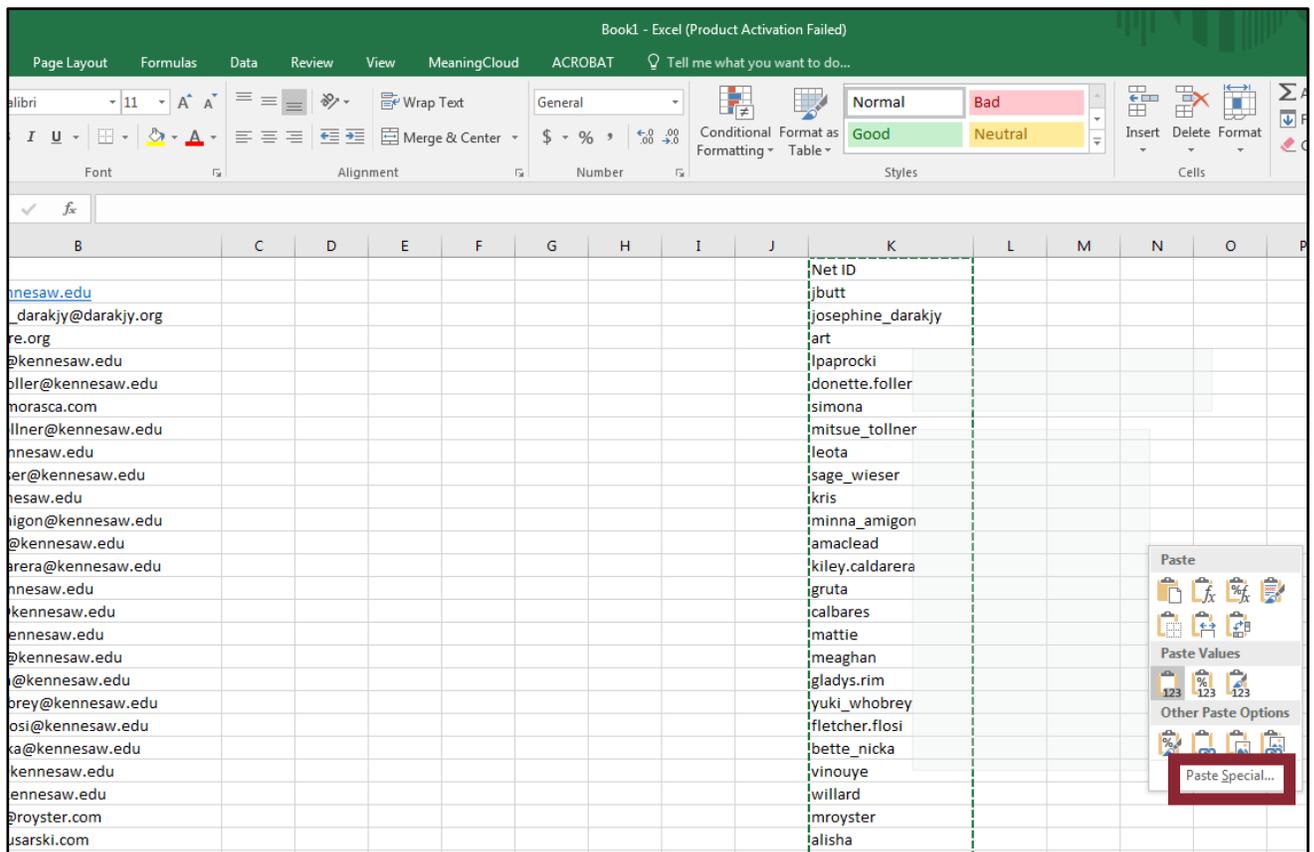
4. This equation will take all the text before the @ sign and display it in the cell. Press enter. You will see the first Net ID appear. Select the column K2 and hold down your cursor by the right lower corner of the cell. Drag the box down to the end of your data. It is important to note that not all the email addresses in this example are KSU emails, even though the Net ID field gets auto filled (highlighted by the red arrows).



- Now, we are going to remove the equation that we applied to the Net ID column. Highlight the column, right click and select Copy.



- Without moving your mouse, right click and hover over the Paste option. Hover over Paste Special, then select the first icon under Paste Values. Click on your column once and then hit Enter.



- You have removed the calculations on the Net ID column, and you are able to move/format the column as you'd like. The last step is to create a calculation that will flag whether or not the email address you have is a KSU address or not. Click on the L2 cell and type the following:

=IF(ISNUMBER(SEARCH("kennesaw",B2)),"OK","NOT OK")

Hit enter and drag the cell box down. We will flag the cells so that if it is a KSU email address, it will display "OK". If the email address is not a KSU email, the cell will display "NOT OK". Remember, this is the first step. We still need to pull out student employees, which is handled a similar way.

Employee ID	email	Net ID	KSU Email
146382	jbutt@kennesaw.edu	jbutt	OK
964333	josephine_darakjy@darakjy.org	josephine_darakjy	NOT OK
879666	art@venere.org	art	NOT OK
14695	lpaprocki@kennesaw.edu	lpaprocki	OK
187635	donette.foller@kennesaw.edu	donette.foller	OK
105151	simona@morasca.com	simona	NOT OK
341499	mitsue_tollner@kennesaw.edu	mitsue_tollner	OK
750974	leota@kennesaw.edu	leota	OK
800269	sage_wieser@kennesaw.edu	sage_wieser	OK
820388	kris@kennesaw.edu	kris	OK
890270	minna_amigon@kennesaw.edu	minna_amigon	OK
845700	amaclead@kennesaw.edu	amaclead	OK
97661	kiley.caldarera@kennesaw.edu	kiley.caldarera	OK
836420	gruta@kennesaw.edu	gruta	OK
966062	calbares@kennesaw.edu	calbares	OK
678214	mattie@kennesaw.edu	mattie	OK
215292	meaghan@kennesaw.edu	meaghan	OK
713872	gladys.rim@kennesaw.edu	gladys.rim	OK
484395	yuki_whobrey@kennesaw.edu	yuki_whobrey	OK
750823	fletcher.flosi@kennesaw.edu	fletcher.flosi	OK

- Now, let's go to column M and flag student employees with a "students.kennesaw.edu" address. Type the following:

=IF(ISNUMBER(SEARCH("students.kennesaw.edu",B2)),"OK","NOT OK")

By sorting column M, we see one student employee. We can now sort the new columns to remove all non-KSU Net IDs and pull out the student employees, to ensure maximum accuracy.

Employee ID	email											NET ID	KSU Email	Student Email?
146382	jbutt@kennesaw.edu											jbutt	OK	NOT OK
964333	josephine_darakjy@darakjy.org											josephine_darakjy	NOT OK	NOT OK
879666	art@venere.org											art	NOT OK	NOT OK
14695	lpaprocki@kennesaw.edu											lpaprocki	OK	NOT OK
187635	donette.foller@kennesaw.edu											donette.foller	OK	NOT OK
105151	simona@morasca.com											simona	NOT OK	NOT OK
341499	mitsue_tollner@kennesaw.edu											mitsue_tollner	OK	NOT OK
750974	leota@kennesaw.edu											leota	OK	NOT OK
800269	sage_wieser@kennesaw.edu											sage_wieser	OK	NOT OK
820388	kris@kennesaw.edu											kris	OK	NOT OK
890270	minna_amigon@kennesaw.edu											minna_amigon	OK	NOT OK
501	51825 jgabisi@students.kennesaw.edu											jgabisi	OK	OK

- There you have it! You can now create a column of Net IDs by using the email variable and you can flag which employees do not have a @kennesaw.edu or @students.kennesaw.edu for a primary address.