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.


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)
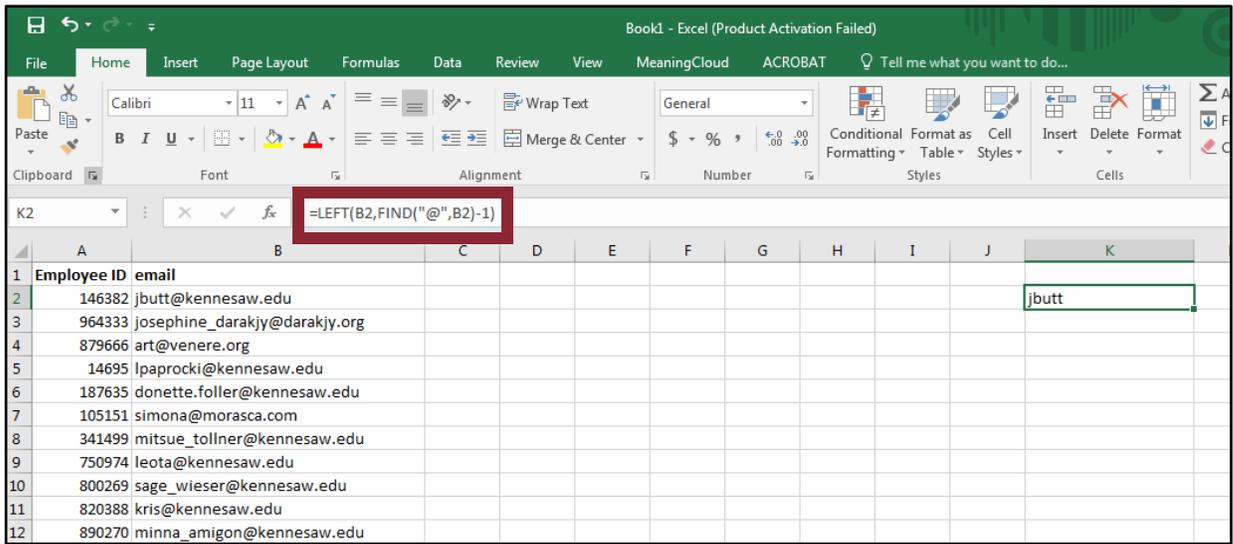

4. This equation will take all the text before the @ sign and display it in the cell. Press enter. You will see the first Net ID appear. Select the column K2 and hold down your cursor by the right lower corner of the cell. Drag the box down to the end of your data. It is important to note that not all the email addresses in this example are KSU emails, even though the Net ID field gets auto filled (highlighted by the red arrows).
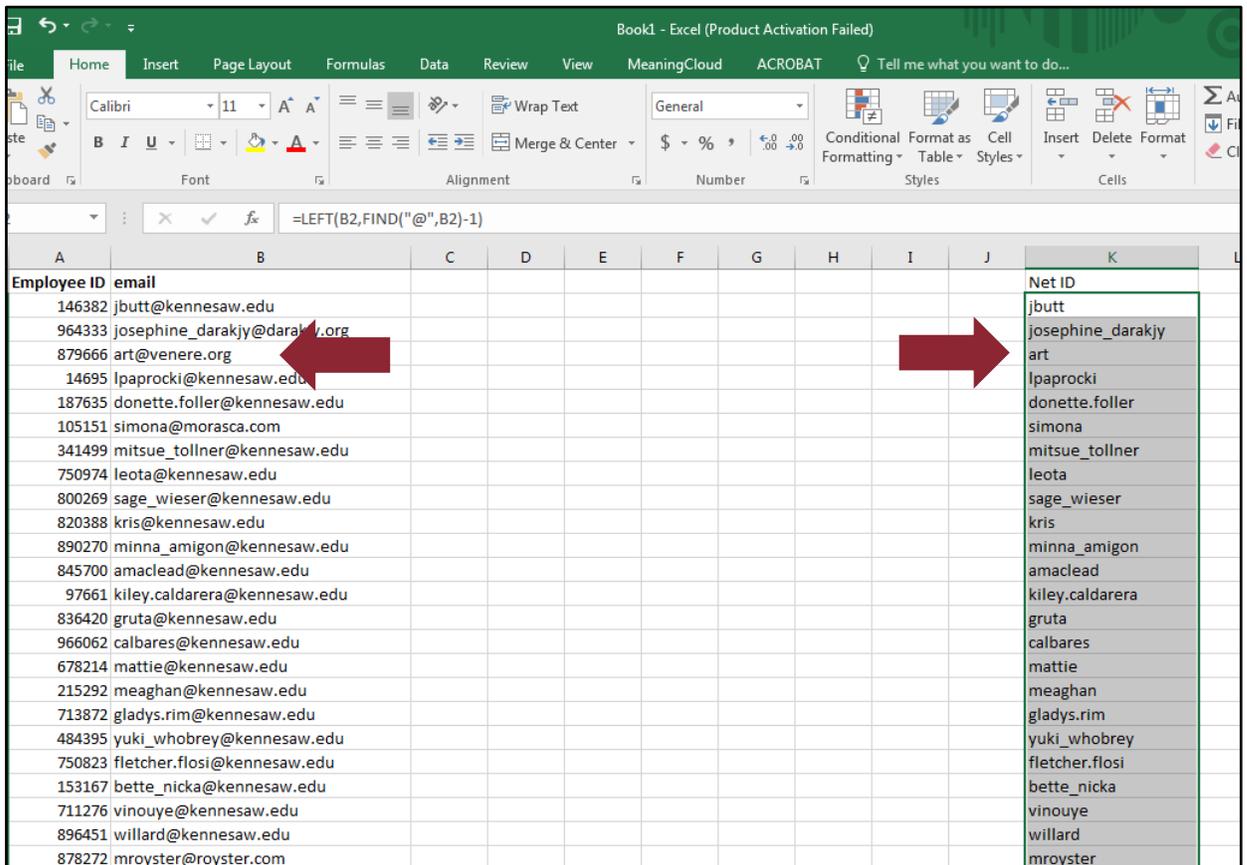
5. Now, we are going to remove the equation that we applied to the Net ID column. Highlight the column, right click and select Copy.
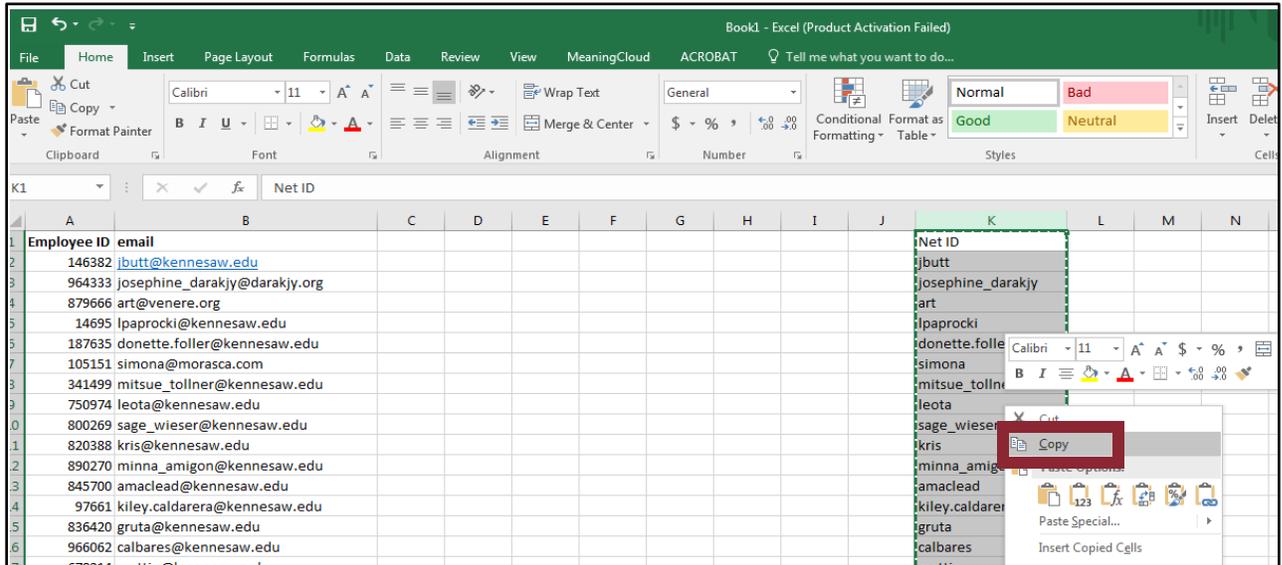
6. Without moving your mouse, right click and hover over the Paste option. Hover over Paste Special, then select the first icon under Paste Values. Click on your column once and then hit Enter.
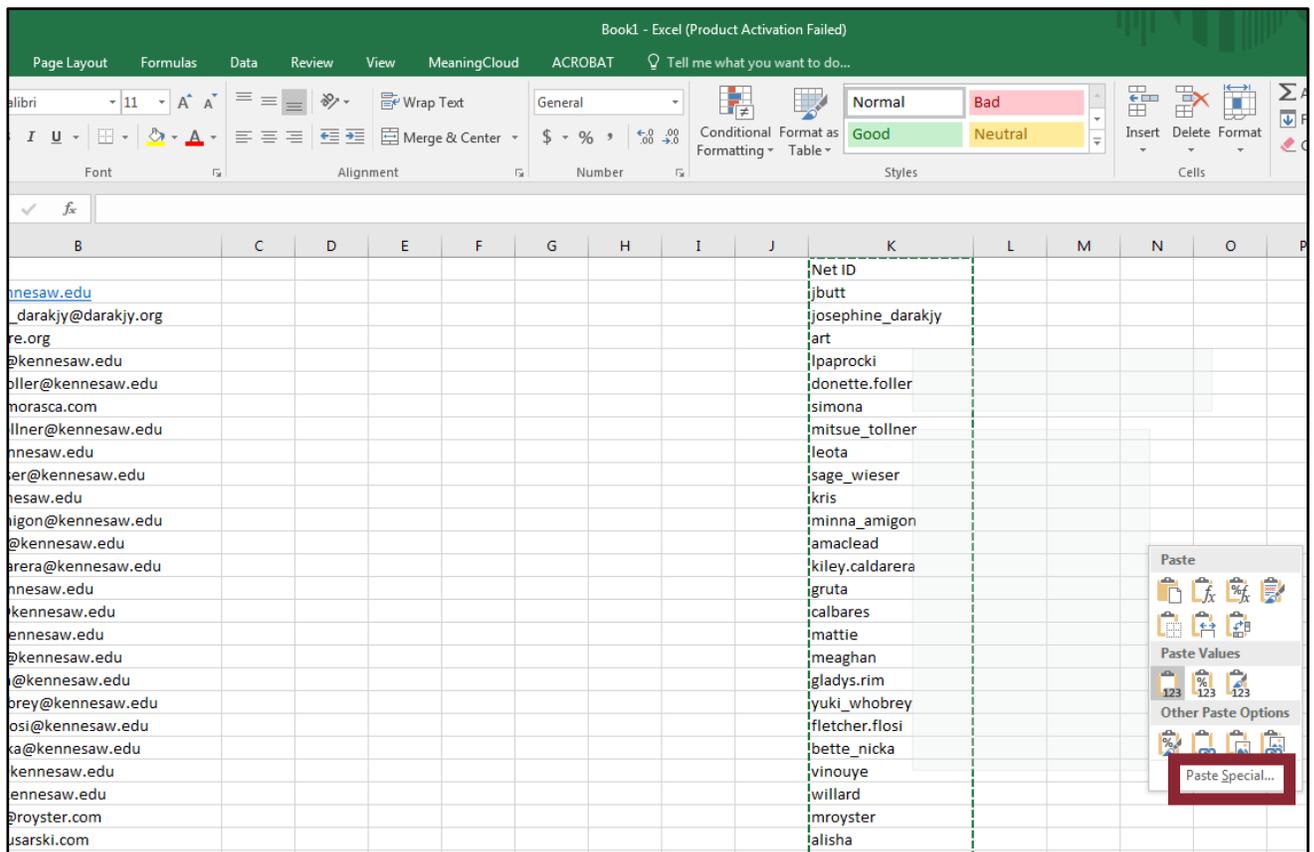
7. You have removed the calculations on the Net ID column, and you are able to move/format the column as you'd like. The last step is to create a calculation that will flag whether or not the email address you have is a KSU address or not. Click on the L2 cell and type the following:

=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.

8. 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.

9. 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.