Faculty Self-Service: Enter/Update Email

In Blackboard, if you would like to use Email feature (external email) to communicate with your students, you need to make sure that an email address is enter to your Blackboard profile. To enter an email to your Blackboard profile (or change your email address in Blackboard), you will need to go to Faculty Self-Service.

1. Open a web browser and go to my.commnet.edu.

2. Login using your NetID and password.

   **NetID:** Faculty/staff: BannerID@mxcc.commnet.edu
   Example: 00689764@mxcc.commnet.edu

   **Password:** The same password to log on to a campus computer at any of 12 community colleges.

   **Never logged on? Use the initial password!**
First 3 letters of birth month (capitalize the first letter), &, and last four digits of your social security number.

*For example, if you are born in April and the last four digits of your social security number are 4575, then your initial password is Apr&4575 (case sensitive).*

After using the initial password, you must create new password. The new password MUST have 8 or more characters and satisfy 3 of the 4 rules as follows:

- Upper case
- Lower case
- Numbers
- Special characters

*One example of a new password is “Flower14” (case sensitive). Remember; do not use your name or birthday in the new password.*

[Click here](#) for more information about NetID and password.
3. Once you are in MyCommNet, click on the Banner Self-Service icon at upper right corner of the screen. Or click on the Faculty Self - Service System link under Faculty and Advisor Self-Service channel.

4. Choose Middlesex Community College.

5. Click on Personal Information.

6. To enter or update your email address, click on Update Email Address.
7. Under Type of Email, choose “Work Email”. Click on Submit.

8. Enter your college email twice*. Check Make this your preferred address? Click on Submit. Your college email will be set as a “preferred” email in the system and the preferred email will be fed to Blackboard.

*Your college email is composed as such: the initial of your first name and your last name@mxcc.edu. For example, if your name is Jen Brown, your college email will be jbrown@mxcc.edu. More information on your college email can be found at http://mxcc.edu/distance/faculty-online-teaching/faculty-technology-resources