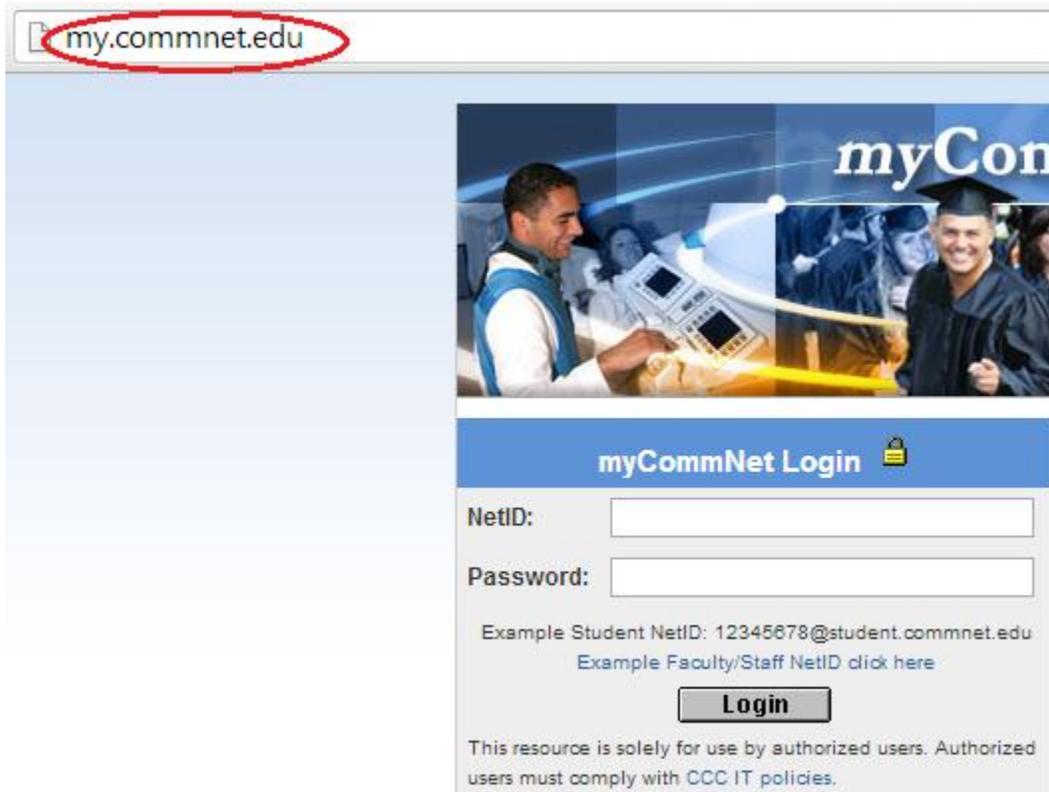


MxCC Distance Learning Documentation

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.commmnet.edu.



2. Login using your **NetID and password**.

NetID: Faculty/staff: BannerID@mxcc.commmnet.edu

Example:

00689764@mxcc.commmnet.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!

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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.



myCommNet Login 

NetID:

Password:

Example Student NetID: 12345678@student.commnet.edu
Example Faculty/Staff NetID [click here](#)

Login

This resource is solely for use by authorized users. Authorized users must comply with CCC IT policies.

[Forgot your NetID or your Password](#) 
or
[Login FAQs](#)

Welcome!

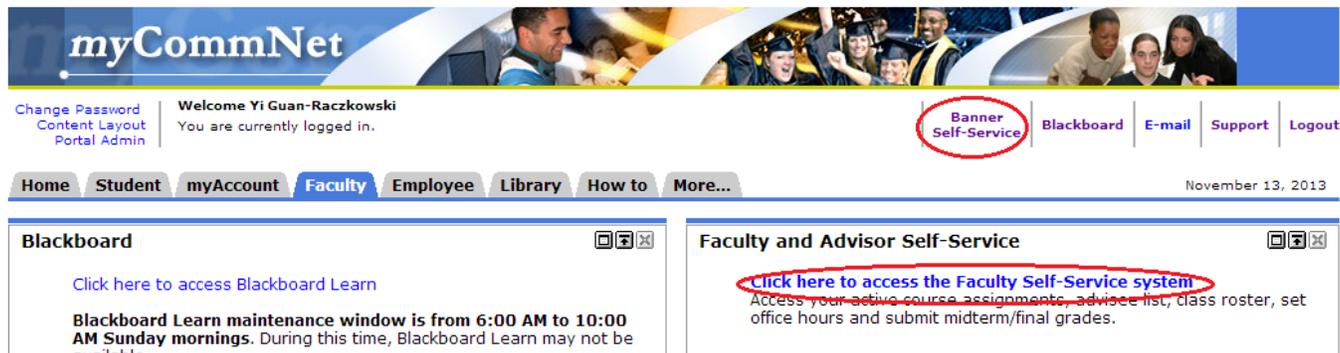
myCommNet is a source of information for Connecticut Community Colleges, and pro academic, and work-related services.

Current Students

- ◊ register for courses
- ◊ pay tuition, fees and check acco balances
- ◊ view grades
- ◊ view concise student schedule
- ◊ request an official transcript
- ◊ check financial aid
- ◊ access classes via Blackboard

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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**.

STUDENTS - Select this link to evaluate your course:

[Account Summary](#)

View your account detail by term, account summary

[Faculty Services](#)

Use this link to access your Course Evaluation Data

[Financial Aid](#)

Review the status of your application: Accept/Decline

[Personal Information](#)

Students can view/update their address(es), phone system. As a result, the Banner information employment

6. To enter or update your email address, click on **Update Email Address**.

- [Change Security Question](#)
- [View Address\(es\) and Phone\(s\)](#)
- [Update Address\(es\) and Phone\(s\)](#)
- [View E-mail Address\(es\)](#)
- [Update E-mail Address\(es\)](#) (circled in red)
- [Name Change Information](#)
- [Social Security Number Change Information](#)
- [Answer a Survey](#)

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7. Under Type of Email, choose "Work Email". Click on **Submit**.

Type of E-mail to Insert: Work E-mail ▼

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.

Work E-mail

E-mail *:

Reenter E-mail *:

Delete this address?

Make this your preferred address?

Preferred not specified

Submit Reset

Select a Different E-mail Address to Update

*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>