

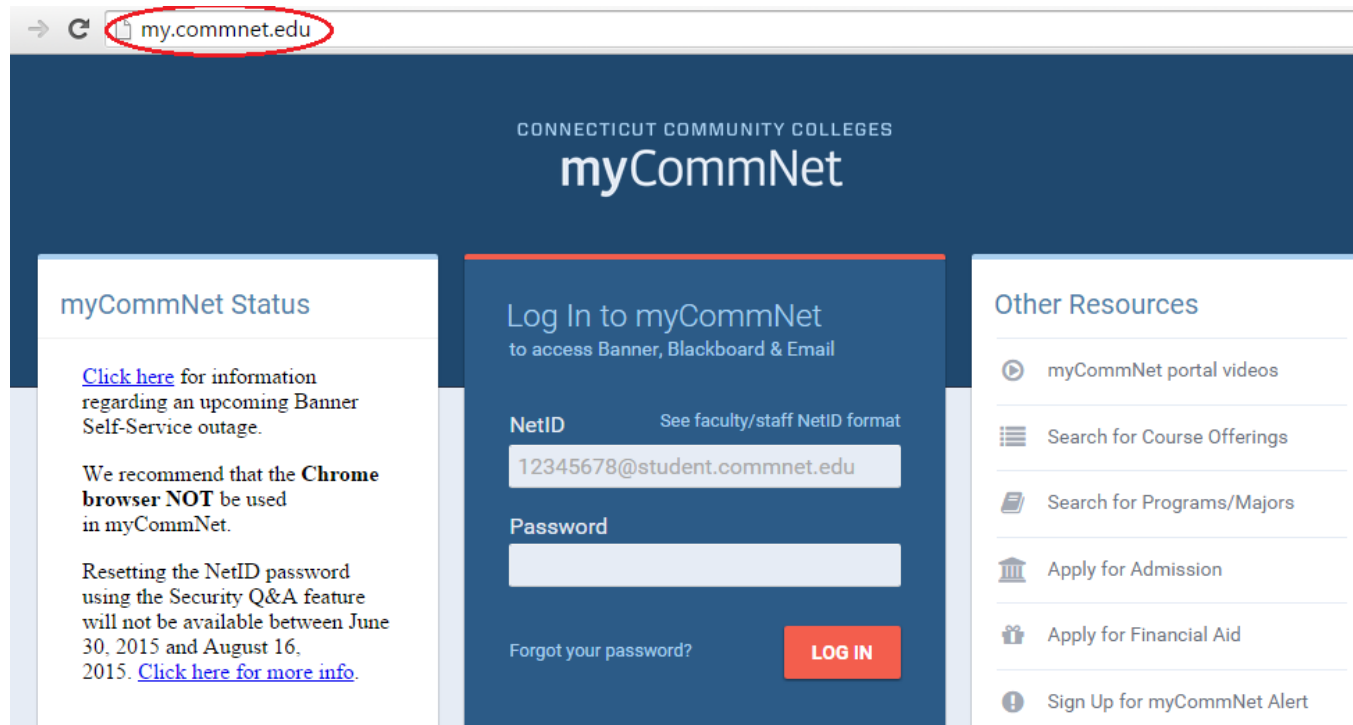
# MxCC Distance Learning Documentation

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## 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 entered 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. Logon to [my.commnnet.edu](http://my.commnnet.edu).



2. Login using your **NetID**.

**NetID:** Faculty/staff: BannerID@mxcc.commnnet.edu

Example:

00689764@mxcc.commnnet.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).*

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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.

CONNECTICUT COMMUNITY COLLEGES  
**myCommNet**

Log In to myCommNet  
to access Banner, Blackboard & Email

NetID See faculty/staff NetID format  
00795867@mxcc.commnet.edu

Password  
.....

[Forgot your password?](#) **LOG IN**

**Other Resources**

- ▶ myCommNet portal videos
- ☰ Search for Course Offerings
- 📖 Search for Programs/Majors
- 🏛️ Apply for Admission
- 🎁 Apply for Financial Aid
- ⚠️ Sign Up for myCommNet Alert

3. 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.

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myCommNet

Home My Student Info My Faculty Info My Employee Info My Library Info Special Programs Support and Training

College Resources

Home Community Home

myCommNet Announcements

Schedule Manage

Announcements All

Access College Email

Access Your Faculty/Staff Email:  
Outlook Web Access (OWA)  
[Launch Outlook Web Access](#)  
[You can also access your college email](#)

Access Banner Self-Service

**Banner Student & Faculty Self-Service:**

- Course registration,

4. Click on **Middlesex Community College**.

Home > COLLEGE SELECTION

Select the appropriate college link to access your academic data.

**Middlesex Community College**

Quinebaug Valley Community College

Three Rivers Community College

Tunxis Community College

5. Click on **Personal Information**.

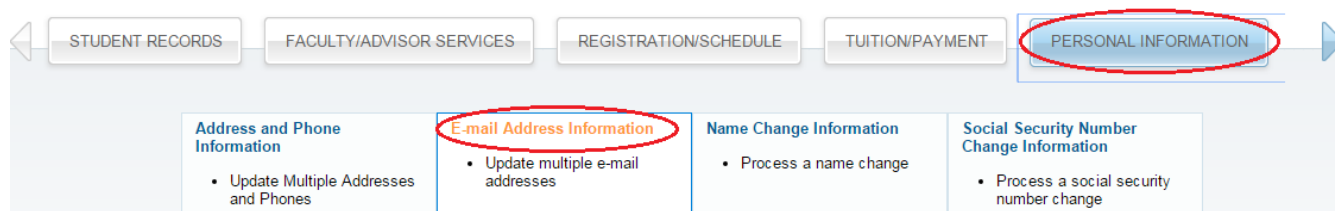
Home > PERSONAL INFORMATION

STUDENT RECORDS FACULTY/ADVISOR SERVICES REGISTRATION/SCHEDULE TUITION/PAYMENT PERSONAL INFORMATION

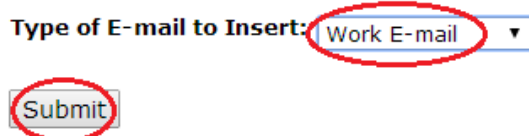
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6. To enter or update your email address, click on **Email Address Information**.

Home > PERSONAL INFORMATION



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@mxc.edu. For example, if your name is Jen Brown, your college email will be [jbrown@mxc.edu](mailto:jbrown@mxc.edu). More information on your college email can be found at <http://mxc.edu/distance/faculty-online-teaching/faculty-technology-resources>