

# MxCC Distance Learning Documentation

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## View Class Roster & Email to Students

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

**myCommNet Login**

NetID:

Password:

Example Student NetID: 12345678@student.commnnet.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 **New**  
or  
Login FAQs

**myCommNet Status**

Self Service Banner will not be available between 7:00am on February 21, 2015 and 6:00pm on February 22, 2015.  
Please note that **Internet Explorer 10** is currently **NOT recommended** for use with **Blackboard** or **myCommNet**. If IE10 has already been installed on your computer, we recommend using the latest version of Firefox.

**Welcome!**

myCommNet is a source of information for all students, faculty and staff of the Connecticut Community Colleges, and provides access to a broad array of personal, academic, and work-related services.

**Current Students**

- register for courses
- pay tuition, fees and check account balances
- view grades
- view concise student schedule
- request an official transcript
- check financial aid
- access classes via Blackboard Learn
- view college announcements
- register to receive emergency text messages via myCommNet Alert
- and more!

**Faculty and Staff**

- submit grades
- view class lists
- provide course materials
- check e-mail

**Support**

Support provides help with myCommNet login problems and Blackboard issues.

**Other Public Resources**

- Apply for Admission
- Apply for Financial Aid
- Search for Courses
- Search for Programs/Majors
- Visit Our Colleges' Websites
- Visit Our Academic Calendars
- Visit Our System Website
- Visit Our Library Websites

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).*

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:

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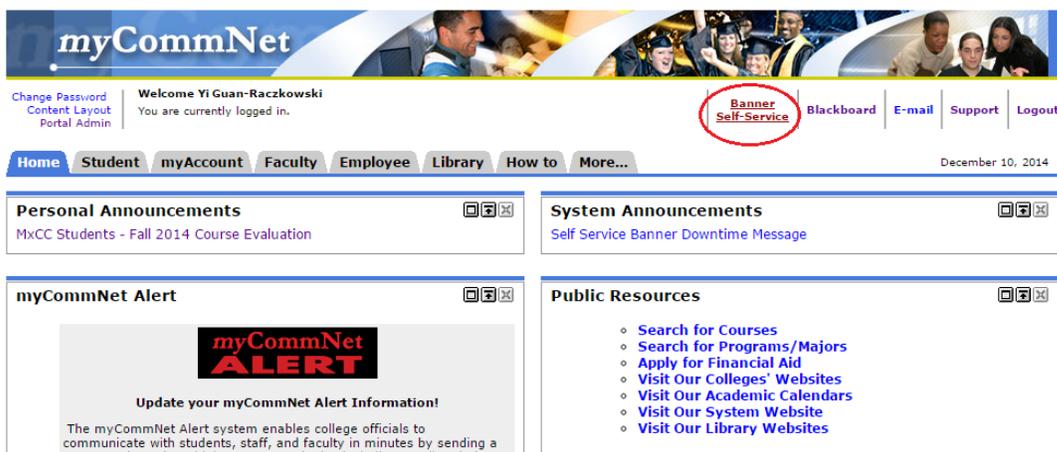
- Upper case
- Lower case
- Numbers
- Special characters

One example of a new password is Flower07 (case sensitive). Remember; do not use your name or birthday in the new password.

[Click here](#) for more information about NetID and password.



3. Click the **Banner Self-Service** icon at upper right corner of the page.



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

myCommNet

Back to Home Tab | Banner Self-Service | Blackboard | E-mail | Support | Logout

## Connecticut Community Colleges

HELP

**Welcome, Yi Guan-Raczkowski, to the Connecticut Community Colleges' Self Service Information System!**  
Select the appropriate college link to access your academic data.

**Concise Student Schedule**  
To find your complete semester schedule, go to the **Registration & Payment** tab and access the **Concise Student Schedule** menu item.

[Middlesex Community College](#)  
[Quinebaug Valley Community College](#)  
[Three Rivers Community College](#)  
[Tunxis Community College](#)

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5. Click on **Faculty Services**.

myCommNet

Back to Home Tab | Banner Self-Service | Blackboard | E-mail | Support | Logout

## Middlesex Community College

Main Menu | Account Summary | **Faculty Services** | Financial Aid | Personal Information | Registration & Payment | Student Records | College Selection

Search  Go | SELECT COLLEGE | SITE MAP | HELP

**Concise Student Schedule**  
To find your complete semester schedule, go to the **Registration & Payment** tab and access the **Concise Student Schedule** menu item.

**Evaluate your Course(s)**

STUDENTS - Select this link to evaluate your courses (FALL and SPRING terms only).

[Account Summary](#)  
View your account detail by term, account summary, payment history and information related to your T1098.

[Faculty Services](#)  
Use this link to access your Faculty Services on Data. Enter Grades and Registration Overrides, View Class Lists and Student Information.

[Financial Aid](#)  
Review the status of your application; Accept/Decline and review your Financial Aid awards; Review and process your student loan application(s).

[Personal Information](#)

6. Click on either: **Faculty Detailed Schedule**.

## Faculty Services

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[Term Selection](#)

[CRN Selection](#)

[Faculty Detail Schedule](#)

Use this link to access your Course Evaluation Data.

[Faculty Schedule by Day and Time](#)

[Detail Class List](#)

[Summary Class List](#)

[Mid Term Grades](#)

"Mid Term Grades" are not available at all colleges. Check with your Record's Office for details.

[Final Grades](#)

[Printable Class Roster](#)

[Registration Overrides](#)

[List Advisees](#)

[Student Menu](#)

Display student information. View a student's schedule or academic transcript. Process registration overrides.

[Connect to Common Course Numbering Information](#)

"Click" here for information about Connecticut Community College Common Course Numbering.

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7. Select a desired term from the drop-down box and click **Submit**.

myCommNet

[Back to Home Tab](#) [Banner Self-Service](#)

## Middlesex Community College

[Main Menu](#) [Account Summary](#) [Faculty Services](#) [Financial Aid](#) [Personal Information](#) [Registration & Payment](#) [Site Map](#)

Search   [SELECT COLLEGE](#) [RETURN TO MENU](#) [SITE MAP](#) [HELP](#)

### Select Term

Select the Term for processing then press the Submit Term button.

Select a Term:

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8. Select a desired course (CRN) from the drop-down box and click **Submit**

# MxCC Distance Learning Documentation

The screenshot shows the myCommNet website interface. At the top, there is a navigation bar with the myCommNet logo and links for "Back to Home Tab" and "Banner Self-Service". Below this is the Middlesex Community College logo. A horizontal menu contains several options: "Main Menu", "Account Summary", "Faculty Services" (which is highlighted in blue), "Financial Aid", "Personal Information", "Registration & Payment", and "Student Records". Below the menu is a search bar with a "Go" button and links for "SELECT COLLEGE", "RETURN TO MENU", "SITE MAP", and "HELP". The main content area is titled "Select CRN" and includes an information icon and the text "Please enter the CRN you wish to access, or select a different term from the menu." Below this is a dropdown menu for "CRN:" with the selected option "PSY\* F111 30: General Psychology I, 3298 (27)". A "Submit" button is located below the dropdown menu.

9. **Faculty Detail Schedule** will provide you with a list of information including the registration period for the course, the course information, enrollment status, location of the course, and can link you to your course roster.

## Faculty Detail Schedule

Welcome to the Faculty Detail Schedule display. Listed below is your schedule for the selected term.

### General Psychology I - 3298 - PSY\* F111 - 30

<b>Course Evaluations:</b>	<a href="#">Course Evaluation Report</a>
<b>Status:</b>	Active
<b>Available for Registration:</b>	Apr 07, 2014 - Aug 26, 2014
<b>College:</b>	Middlesex CC (7706)
<b>Department:</b>	Social Sciences
<b>Part of Term:</b>	1
<b>Course Credits:</b>	3.000
<b>Course Levels:</b>	MxCC Credit
<b>Campus:</b>	On-Line
<b>Override:</b>	No
<b>Syllabus:</b>	<a href="#">Add</a>
<b>Rosters:</b>	<a href="#">Classlist</a>
<b>Office Hours:</b>	<a href="#">Add</a>

You may click on either **Classlist** to view **Summary Class List** page that provides you with a course roster with student name, ID, phone#, and email.

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At the bottom of page, there are links that direct you to various pages.

**Return to Previous** link brings you back to the previous page.

**Summary Class List**

**Final Grades**

**Term Selection**

**CRN Selection**

[Return to Previous](#)

[ [Term Selection](#) | [CRN Selection](#) | [Class List](#) | [Mid Term Grades](#) | [Final Grades](#) | [Summary Class List](#) ]

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10. **Faculty Schedule by Day and Time** will provide you with a weekly calendar view. Use **Next Week** or **Previous Week** to navigate the schedule. To view a schedule in a time frame, you may enter a date and click on **Submit**.

## Middlesex Community College

[Main Menu](#) | [Account Summary](#) | [Faculty Services](#) | [Financial Aid](#) | [Personal Information](#) | [Registration & Payment](#) | [Student Records](#) | [College Selection](#)

Search

[SELECT COLLEGE](#) | [RETURN TO MENU](#) | [SITE MAP](#) | [HELP](#)

### Faculty Schedule by Day and Time

@0

 Welcome to the Faculty Schedule display. Listed below is your schedule for the selected term.

Go to (MM/DD/YYYY):

[Previous Week](#)

**Week of Dec 15, 2014** (434 of 456)

**No courses with assigned times this week.**

**Courses without assigned meeting times:**  
PSY\* F111-30 - 3298 TBA

[ [Term Selection](#) | [CRN Selection](#) | [Class List](#) | [Mid Term Grades](#) | [Final Grades](#) | [Faculty Detail Schedule](#) | [Summary Class List](#) ]

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At the bottom of page, there are links that direct you to various pages.

**Faculty Detail Schedule**

**Summary Class List**

**Final Grades**

**Term Selection**

**CRN Selection**