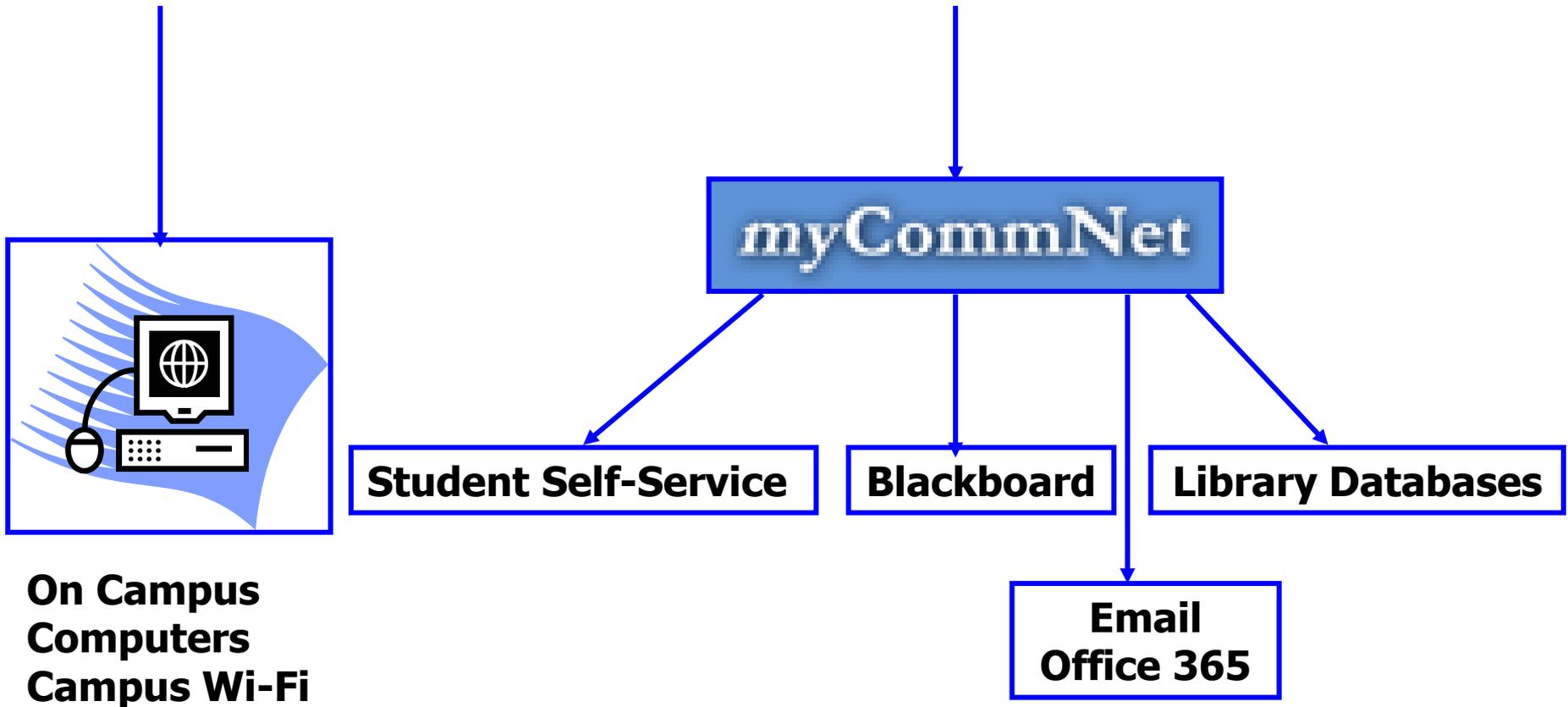# Computer Login and myCommNet

Use NetID and password to access the following resources at all 12 Connecticut Community Colleges:

myCommNet

**On Campus
Computers
Campus Wi-Fi**

Student Self-Service

Blackboard

Library Databases

**Email
Office 365**

NetID – Logon to a Campus Computer

1. **Press CTRL+ALT+DEL keys on the keyboard to bring up login screen.**

2. **Enter username**: BannerID@student.commnet.edu

   For example, if your Banner ID is @00789687, your **NetID** is 00789687@student.commnet.edu

   Look up your NetID at http://supportcenter.ct.edu/netid/lookupnetid.asp

   Enter password:
   The same password used to log on a Campus Computer from any 12 Connecticut community colleges. If you have not logged on to a campus computer, use initial password explained below.
   Note: You are locked out of the System after 3 login attempts. Thirty minutes later, you will be unlocked automatically.

- **Initial password:**

  – *First 3 letters* of your birth month (***first letter is a capital***)

  &

  Last 4 digits of your social security number

  – For example, if you are born in October and your last four digit of your social security number is 6789, your initial password would be: **Oct&6789**

New Password

- *Password needs to be changed after first logon.*
- *Must be at least 8 characters including 3 out of 4 of the following criteria:*
  - *upper case,*
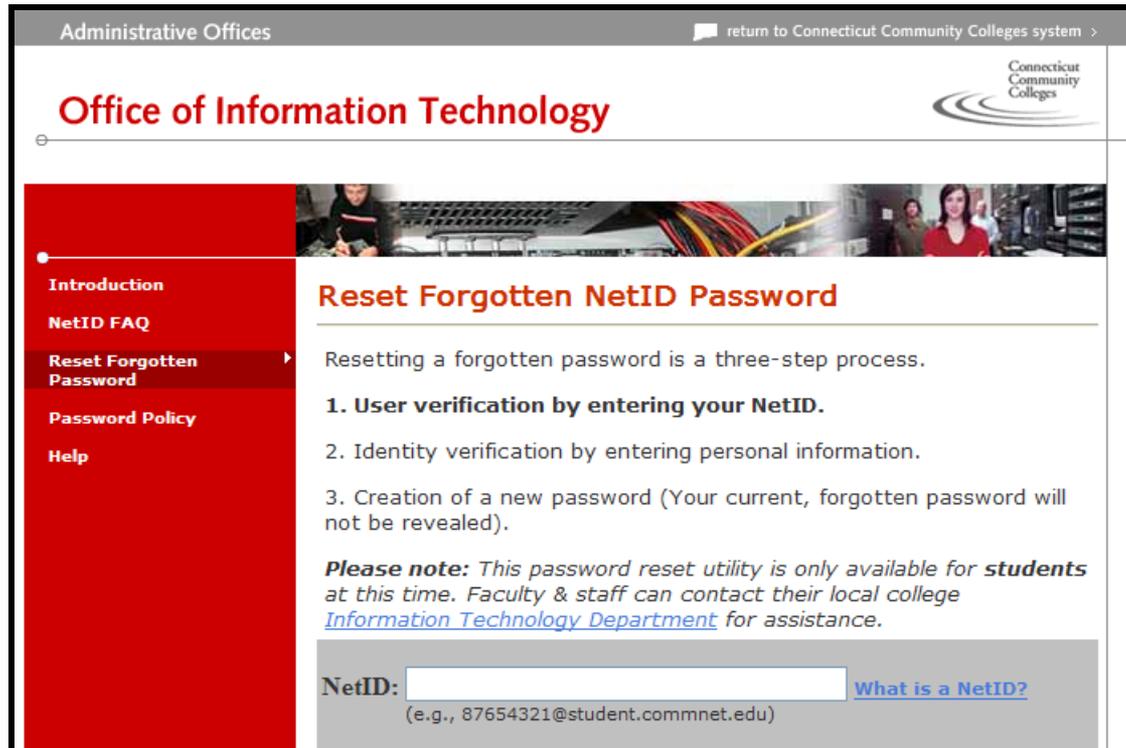 - *lower case,*
  - *Symbol, or*
  - *number*

  and

  - *Minimum of 8 characters in length*
  - *Do not use your name.*

Flower15

$016hana

Password Reset – On Your Own

http://supportcenter.ct.edu/netid/pswdmenu.asp, enter your NetID and answer security questions. You will then be asked to create a new password.

Password Reset

Stop by with your Photo IT or call the following offices to have your password reset.

- Distance Learning, Founders 131/131A
(860) 343-5756
- IT Services, Wheaton 304
(860) 343 – 5711
- Records Office, Founders 153
(860) 343 - 5724
- Meriden Center, Staff Desk (1st floor)
203 - 238 - 6202

Access to myCommNet

- Open a web browser.
- Go to my.commnet.edu.
- Enter your **NetID and password**, click **Login**.
  - **NetID**: BannerID@student.commnet.edu
    Example: 00707059@student.commnet.edu
  - *BannerID is your student ID that can be found in your class schedule, admission confirmation letter, or a receipt from business office.*
  - Look up your NetID at http://supportcenter.ct.edu/netid/lookupnetid.asp

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

MyCommNet - Security Question and Answer

- In MyCommNet, after you have changed your initial password to a new password, you are prompted to choose a security question and answer it.

- It is critical to choose a question from which you can remember the answer (exact words you typed) easily in the long run since the answer to the security question you choose is the key for you to reset password on your own (see next slide).

Access to Blackboard

- Once you are in myCommNet, click on the **Blackboard** icon located in the upper-right. You may need to click on the current semester link.

- Click on your Course Title.

  - Disable pop-up blockers to ensure myCommNet functions correctly.

  - If you have logged on to myCommNet but could not get to a Blackboard course, visit the troubleshooting tip page at:

  http://mxcc.edu/distance/technical-help/troubleshooting-tips

  - Once you are in Blackboard, go back to MyCommNet window and click **Logout** (upper-right) . Close myCommNet window. Stay in Blackboard entirely to work on your online course. You may click Maximize icon to enlarge your Blackboard window fully.

- To go to another course, click **My Institution** (upper-right) and click the course title.

- Once you are done with Blackboard, click **Logout**.

Access to Student Self-Service and Library Databases (off-campus)

- Access to Student (or Faculty) Self-Service:
- Once you are logged onto MyCommNet:
  - Click on **Banner Student & Faculty Self-Service** link.
  - Click on **Middlesex Community College** link.
  - Click on **Registration/Schedule.**
    - Click on any of the choices to register courses or check course schedule with textbook info, etc.
  - Click on **Student Records.**
    - Click any of the choices to obtain your transcripts, financial aid information, etc.
- Access to library databases: click **My Library Info** tab and select **Middlesex Community College Library:**
    - You may search for books, articles, and videos.