

## A Checklist for Getting and Staying Connected Online at MxCC

### CHECK WHEN COMPLETED.

- I know all official MxCC communications comes to me via e-mail. This includes information about:
  - ▶ Registration
  - ▶ Grades
  - ▶ Financial aid
  - ▶ Bills
  - ▶ Campus events

*REMEMBER: Grades are not mailed out – you will need to check them through my.commmnet.edu.*
- I know how to check my email
- I know how to use my.commmnet.edu to check my...
  - ▶ Class schedule
  - ▶ Grades
  - ▶ Transcripts (academic history)
  - ▶ Financial aid
  - ▶ Bills owed to MxCC
  - ▶ Distance learning
  - ▶ Blackboard (classroom technology)
- I know I can contact technical support at [websupport.ct.edu](http://websupport.ct.edu) or by sending an email to [mxccdistance@mxcc.edu](mailto:mxccdistance@mxcc.edu).
- I know to visit <http://mxcc.edu/distance> for information and support and video tutorials on [my.commmnet.edu](http://my.commmnet.edu) and Blackboard.
- I know how to prevent identity theft:
  - ▶ I know that I should not carry my Social Security Card in my wallet
  - ▶ I don't share my user names or passwords with ANYONE
  - ▶ I regularly change my passwords for my email accounts
  - ▶ I know what phishing is and how to recognize questionable emails
  - ▶ I know to visit [websupport.ct.edu](http://websupport.ct.edu) with questions