

Instruction: NetID and Password

To log on to MyCommNet or a campus computer, you'll need your NetID and Password.

NetID

Your NetID is composed of the following two items:

1. Your college ID (without the @ sign)
2. Domain: @student.commnet.edu for student and @mxcc.commnet.edu for MxCC faculty and staff

For student, if your college ID is @00658324, then your NetID would be:

00658324@student.commnet.edu

For faculty or staff, if your college ID is @00658324, then your NetID would be:

00658324@mxcc.commnet.edu If you were first employed at another CT community college, you use the same NetID with that college.

You can look up your NetID at <https://bor.ct.edu/netid/lookupnetid.asp>

NetID Password

If you have logged on to myCommNet or have logged on to a campus computer at other CT community colleges, use the same password. Otherwise, use the initial password, which is a combination of personal information:

1. 1st three characters of birth month with the first letter CAPITALIZED
2. Ampersand character (&)
3. Last 4 digits of your social security number (SSN)*

If your birthday is 10/24/79 and your SSN is 123-45-6789, then your NetID initial password is: Oct&6789

*If you don't have a social security number, you need to request that we generate a default password at the offices indicated under **Reset Password** section of this instruction.

Change your Initial Password

Once you have logged on for the first time, you will be required to change your initial password. The following requirements must be followed when selecting a NetID password.

- At least eight characters in length
- Must contain characters **from three of the four** categories:
- Uppercase characters (A through Z)
- Lowercase characters (a through z)
- Numeric digits (0 through 9)
- Special characters (for example, !, \$, #, %)

*Your new password cannot contain all or part of your name and it must differ from previous passwords.

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Forgotten NetID

For **students, faculty, or staff**, you may go to this site to locate your NetID.

<https://bor.ct.edu/netid/lookupnetid.asp>

If this site does not provide you with your NetID after you entered your personal information,

For **Students**, check the Banner ID shown in payment receipt or course schedule obtained during registration. You may bring a photo ID and stop by Records Office or Meriden Front Desk to make inquiry on your NetID. A student NetID is composed as BannerID@student.commnet.edu

For **faculty**, ask your department secretary or contact IT Service (860-343-5711).

Reset Password

For students

a. Web Password Reset Utility

You can create a new password at <https://bor.ct.edu/netid/password.aspx>

You need to verify your identity by entering the following personal information in addition to your NetID.

- Birth Date
- Social Security Number
- Answer to your security question

b. If you are not able to reset your password at the above site, stop by the following offices (Mon-Fri, 9:00 am - 5:00 pm) to make your request with your Photo ID.

IT Service, Room 304, Wheaton Hall, Middletown Campus, (860) 343 - 5711

Records Office, Room 153, Founders Hall, Middletown Campus, (860) 343 - 5724

Distance Learning, Room 131/131A, Founders Hall, Middletown Campus, (860) 343 - 5756

Front Desk (1st floor), Meriden Center, (203) 238 - 6202

c. If you are not able to come to our campuses, FAX the Password Reset Form to Record's Office at 860-344-3055. The form can be found at

http://mxcc.edu/wp-content/uploads/2013/10/password_reset.pdf

For faculty and Staff

IT Service, Room 304, Wheaton, Middletown Campus, (860) 343 - 5711

Front Desk (1st floor), Meriden Center, (203) 238 - 6202

***For identity protection, MxCC does not give away your NetID or reset your password over phone or via email.**