New Student Orientation

Student Technology Resources at MxCC

Distance Learning
Founders 131 & Chapman 703, Middletown
(860) – 343 -5756
mxccdistance@mxcc.commnet.edu
http://mxcc.edu/distance
Student Technology Resources

Net ID and Password – all 12 Connecticut community colleges

- My.commnet.edu
- Blackboard: Syllabus, announcement, mail, tests
- Office 365: Email, MS Office, 25G storage, Skype
- Library Databases: journal articles, newspapers

Campus Computers
- Computer Labs
- Computer Classrooms
- College Library
- Secured Network

Student Self-Service
- Course Schedule, Textbook, Grades, Registration, Financial Aid, Academic history
NetID

Your Banner ID is part of your NetID.

For example, if your Banner ID# is @00898909

Your NetID will be:

00898909@student.commnet.edu
Banner ID (Student ID)

May be found on:

- Confirmation letter from Admission’s Office
- a receipt from the Business Office.
- @, 8-digit number
- @00898909
Look Up NetID

http://supportcenter.ct.edu/netid/lookupnetid.asp
NetID Initial Password

If you are a brand new MxCC student and have not logged into a campus computer or MyCommNet yet, use the initial password.

- Initial password is 8 characters long:
  - First 3 letters of your birth month (first letter capitalized)
  - The & symbol (Shift + 7)
  - Last 4 digits of your social security number.
NetID Initial Password

For example, if you are born in April and the last four digits of your social security is 6789, your initial password would be:

Apr&6789
Use a Campus Computer with NetID and Password

- Ctrl + Alt + Delete

Example:
- Username: 00898909@student.commnet.edu
- Password: Apr&6789

After three failed login attempts into an on-campus computer or MyCommNet, you are locked out.

Wait 30 minutes, and your will be unlocked automatically and can try to login again.
New Password

If you have logged into the System correctly with proper NetID and Initial Password

The System will immediately ask you to create a new Password.
New Password

Your new password must be:

- At least 8 characters long
- Have at least 3 of the 4 following items:
  - Capital letter (ABCD)
  - Lower case letter (abcd)
  - Number (1234)
  - Symbol (for example: ?!@&)
New Password

Do not use your name, birthday, or SS# in your password.

Example of acceptable new password:

Flowerf16
New Students at MxCC

If you have taken a credit course at any of 12 Connecticut community colleges before and have used the NetID and password,
you use the same NetID and Password to access MxCC computers and MyCommNet.
Where can I use computers on campus and Wi-Fi?

**Computers**
- Middletown campus
  - Wheaton Hall room 305 – PC lab
  - Snow Hall Room 412 - Mac Lab
  - Chapman Hall – PCs, Macs in library and learning center
  - Meriden Center, PC labs and Mac Lab

**Wi-Fi access**
- In all buildings in Middletown campus and Meriden center, you are able to access secured WiFi using your NetID/Password.
Logon Instructions

Instructional “Bookmarks”- NetID and password, MyCommNet, Blackboard

- computer labs, computer classrooms, college library, “information shelves” near the entrance of a building, office of a department secretary

http://mxcc.edu/distance/student-technology-resources

- how to access various technology resources at MxCC.
NetID and Password:

same as you log on to a campus computer

My.commnet.edu

myCommNet

Student Self-Service:
Registration, Financial Aid, Course Schedule, Textbook, Grades, Academic history, course evaluation, etc.

Blackboard

Office 365
Email, MS Office, 25 G storage, Skype for Business

Library Databases
my.commnet.edu

myCommNet Status

Click here for information regarding an upcoming Banner Self-Service outage.

We recommend that the Chrome browser NOT be used in myCommNet.

Resetting the NetID password using the Security Q&A feature will not be available between June 30, 2015 and August 16, 2015. Click here for more info.

Log In to myCommNet to access Banner, Blackboard & Email

NetID
12345678@student.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

Public Area
Public Area – Search for Courses
Course Search Result

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myCommNet Status

Click here for information regarding an upcoming Banner Self-Service outage.

We recommend that the Chrome browser NOT be used in myCommNet.

Resetting the NetID password using the Security Q&A feature will not be available between June 30, 2015 and August 16, 2015. Click here for more info.

Log In to myCommNet

to access Banner, Blackboard & Email

NetID
See faculty/staff NetID format

00698483@student.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
MyCommNet – New Password

In the case that you have not logged on to a campus computer, and you use your NetID and initial password to first time access MyCommNet - Secured Area, you will be asked to change to a new password.

The new password should be at least 8 characters in length and satisfy 3 out of 4 rules: capital letter, lower case letter, numbers, and special characters. You should not use your name to create a new password.

One example of a password could be: Flowers2016.
MyCommNet-Security Question and Answer

When you first time log on to MyCommNet, you will be asked to choose a security question and answer it.

It is **IMPORTANT** to choose a question to which you will remember the answer (exact words you have typed).

With the security question/answer, you are able to create a new password on your own.

[https://bor.ct.edu/netid/password.asp](https://bor.ct.edu/netid/password.asp)
Sign up your mobile Phone# to receive Text Message of college closing information.
myCommNet Announcements

Access College Email

Access Your Faculty/Staff Email: Outlook Web Access (OWA)
Launch Outlook Web Access
You can also access your college email directly with your NetID and password via this link.

myCommNet Emergency Alert System

myCommNet Alert

• Emergency notifications to students, staff, and faculty
• Contact can be via text, cell/home phone,

Banner Student & Faculty Self-Service:

- Course registration, add/drop classes
- Degree requirements
- Transcript
- Accounts/billing
- Financial aid
- Course evaluation, and more!
- FACULTY: Enter grades, check course rosters, etc.

Banner Student & Faculty Self-Service FAQs
This is where to find your final grades.

This is where to find your transcripts.
MyCommNet – Student Self-Service

For more information about how to use Student Self-Service

Student Technology Resource

http://mxcc.edu/distance/student-technology-resources
myCommNet Announcements

Announcements

Subject | Preview | Hide
--- | --- | ---
Upcoming Self-Service Banner Downtime |  |  
Electronic Transcript Exchange Availability |  |  
Delivery Date: July 14, 2015
The Connecticut Community Colleges now
Delivery Date: July 6, 2015

Access College Email

Access Your Faculty/Staff Email: Outlook Web Access (OWA)
Launch Outlook Web Access
You can also access your college email directly with your NetID and password via this link.

Access Banner Self-Service

Banner Student & Faculty Self-Service:
- Course registration, add/drop classes
- Degree requirements
- Transcripts
- Accounts/billing
- Financial aid
- Course evaluation, and more!
- FACULTY: Enter grades, check course rosters, etc.

Banner Student & Faculty Self-Service FAQs

myCommNet Emergency Alert System

myCommNet Alert

- Emergency notifications to students, staff, and faculty
- Contact can be via text, cell/home phone, and email
- Click the link to keep your emergency contact information up-to-date. (Note: myCommNet Alert updates do not update personal information in Banner Self-Service.)

Access Blackboard

- Course syllabi, lectures, homework, etc.
- Bb opens in a new tab or window

Close myCommNet window to continue.
### Important - Please Read!

The Blackboard Learn 9 Maintenance Window is closed. Maintenance may not be available.

Please take this planned downtime into consideration if you have deadlines or tests within the same time period.

### My Courses

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<td>Learn_migrate: 1122.110106-Infant/Toddler Growth and Dev</td>
<td>Yi Guan-Raczkowski</td>
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</tbody>
</table>

### My Messages

Courses with Messages:

You have no new unread messages!

Last Updated: Wednesday, March 26, 2014 3:37:17 PM EDT

You are not currently participating in any organizations.
• All MxCC online courses and on-campus courses use Blackboard.
• Syllabus, class files, announcement, email, assignment drop box, and exams.
• Professor will inform students if your on-campus class uses Blackboard.
Blackboard Learn Multimedia Tutorials

All online/hybrid courses and on-campus courses use Blackboard Learn. This site provides tutorials on how to use basic Blackboard Learn features.

Click on a topic below to see the text based instruction related to the topic. Multimedia instructions (animated screen cast) are available by clicking the "Watch Video" icon next to a topic and clicking on the play button to play the tutorial. To view the multimedia instructions, you will need the Adobe Flash Plug-in.

Get Ready

- What is Blackboard Learn?
- Preparations for Blackboard Learn Log On

Log On

- Log on to Blackboard Learn
- Not Able to Log On

myCommNet

- Avoiding Timeout in Blackboard Learn by Logging Out of myCommNet

Blackboard Windows

- My Blackboard Learn Page
- Blackboard Homepage and Navigation
Go to MxCC Home Page: [http://mxcc.edu](http://mxcc.edu)

Click on **Online Learning** link. Click on **Student Technology Resources** link
STUDENT TECHNOLOGY RESOURCES

MxCC provides technology resources to keep students connected to the college and provide online support in various academic capacities. To access technology resources such as campus computers, wireless network, student email, MyCommNet, Student Self-Service, Blackboard, and library online resource, you need a NetID and password.

Download Student Technology Resources (.pdf)
On-Campus Orientations for Online Students

MxCC Distance Learning, [http://mxcc.edu/distance](http://mxcc.edu/distance)

Click on [Campus Orientations](http://mxcc.edu/distance) link for Schedule.
NetID Password Reset

Contact the following offices (8:00 am-5:00 pm) to request your password reset. **Photo ID required:**

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

If you cannot come to campus, call the above numbers or 860-723-0221 to have your password reset (Mon-Thur, 8:00 am – 8:00pm; Fri, 8:00 am 5:00pm; Sun, 1:00 pm – 9:00 pm).
MxCC IT Service

Go there if you:

- Need help logging onto campus computers.
- Have MyCommNet questions.
- Have NetID and Password questions and reset.

Contact IT

- 860.343.5711
- Wheaton Hall Room 304
- mx-it@mxcc.commnet.edu
MxCC Distance Learning

Need Help with MyCommNet or Blackboard Vista?

- 860.343.5756
- Chapman Hall, Founders 131 & Chapman 703
- mxccdistance@mxcc.edu
- http://mxcc.edu/distance
- 866.940.1928 (toll-free 24x7 Help Desk)
MxCC Records Office

Go there if:

- You are a continuing or re-admit student.
- Have questions about Student Self-service.

Contact Records Office

- 860.343.5724
- Founders Hall Room 153
MxCC Library

Have questions regarding library online services?
Library databases?
Information literacy training?

Contact the Library at
860.343.5830
Chapman Hall – first floor
mx-library@mxcc.edu
http://mxcc.edu/library
Explore Our College Web Site

http://mxcc.edu