

# Student Technology Resources

Distance Learning/Educational Technology

(860) – 343 -5756

[mxccdistanace@mxcc.commnet.edu](mailto:mxccdistanace@mxcc.commnet.edu)

<http://mxcc.edu/distance>

Chapman 701B/C

CT State Community College Middlesex

Middletown, Connecticut

# Student Technology Resources

Net ID and Password – all 12 campuses at CT State Community College



Campus Computers  
Computer Labs  
Computer Classrooms  
College Library  
&  
Secured Network

**myCTState**

**My.commnet.edu**

**Student Self-Service**

Course Schedule, Textbook, Grades,  
Registration, Financial Aid,  
Academic history

**Blackboard**

Syllabus,  
announcement, discussions,  
lecture notes,  
tests

**Blackboard®**

**Office 365**

Email  
MS Office, One-  
Drive, MS Teams



**Library  
Databases**

Journal articles,  
newspapers

# NetID

Your Student (Banner) ID is part of your NetID .

- For example, if your student/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  
or
- a receipt from the Business Office.
- @8-digit number
- @00898909

# Look Up NetID

<http://supportcenter.ct.edu/netid/lookupnetid.asp>

## Lookup NetID

This utility can be used to search for your NetID. Enter your last name, birth date, and last 4 digits of SSN, then click the button to search for your NetID.

### NetID Lookup Utility

Last Name:

Birth Date:

Month



Day



SSN [last 4 digits]

Click Here to Search

# New Students at MxCC

If you have taken a credit or non-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 MyCTState or computers on MxCC campus.

# NetID Initial Password

If you are a brand new CT State community College student and have not logged into a campus computer or MyCommNet/MyCTState 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 – digit of your social security is **6789**, your initial password would be:

**Apr&6789**



# Use NetID and Password

- Log on to my.ctstate.edu or a campus computer:
- Example:
  - NetID: oo898909@student.comnet.edu
  - Password: Apr&6789
- If your initial password does not work, click on Forget Password. Follow the steps to create a new password.

# 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 personal information - your name, birthday, or SS# in your password.

Example of acceptable new password:

**Flower2023**

# Multifactor Authentication

- When you first time log on to my.ctstate.edu successfully, you will be asked to choose multiple methods to log on to the system.
- Examples: Text message, Phone Call, Email
- Enter at least two methods are suggested.
- Set up a default method.
- The second authentication is a passcode sent to you via text, call, or email whichever you decide.

# my.ctstate.edu

## myCTState

Students, faculty and staff can access Banner, the student information system; Blackboard, the course management system; CT State email; and other support services and systems by logging into myCTState. myCTState is for use for Fall 2023 (and later) actions exclusively. Those activities include, but are not limited to, registering for fall classes, accessing CT State technology, visiting New Student Orientation, and much more.

### myCTState Announcements

[Multifactor Authentication Requirement](#)

[Scheduled System Maintenance Timeframes](#)


[Recommended personal technology to access CSCU systems and Blackboard.](#)


### Log In to myCTState

to access Banner, Blackboard and Email

LOG IN

 [NetID Lookup »](#)


 [First-time Login Assistance »](#)


 [Password Reset »](#)

 [Further Support »](#)

### Other Resources

 [View myCTState Videos](#)

 [Browse Classes](#)

 [Browse Programs/Majors](#)

 [Apply for Admission](#)

 [Apply for Financial Aid](#)

 [Access Office 365/Email](#)

Public Area

# NetID and Password

Log In to myCTState

to access Banner, Blackboard and Email

LOG IN



Sign in

00987958@student.commnet.edu

[Can't access your account?](#)

[Sign-in options](#)

Next

The Connecticut State Colleges and Universities Information Technology (IT) resources are solely for use by authorized users. By accessing this system you are agreeing to abide by the Acceptable Use Policy and related policies.



← 00701015@mxcc.commnet.edu

Enter password

.....|

[Forgot my password](#)

Sign in

The Connecticut State Colleges and Universities Information Technology (IT) resources are solely for use by authorized users. By accessing this system you are agreeing to abide by the Acceptable Use Policy and related policies.

Important Information about Your CT State Degree Program

1 of 2

[Details](#)

Fall 2023 Account Balance Due Date is August 15, 2023! The new CT State FAFSA CODE is 007635.

2 of 2

## Welcome to myCTState!



The launch of myCTState coincides with the consolidation of Connecticut's 12 community colleges into one CT State Community College. The initial rollout focused on student onboarding, financial aid and registration for Fall 2023. Additional functionality is being incrementally rolled to facilitate student, faculty and staff experience.

[Check for Updates](#)

## Student Self-Service



[Access Your Student Profile](#)  
[Review Required Action Items](#)  
[Access Registration Dashboard](#)  
[Browse Classes](#)  
[Browse Course Catalog](#)  
[View Account Summary](#)  
[Degree Works](#)

\*[Browse Classes Documentation \(Mobile\)](#)  
\*[Browse Classes Instructional Video](#)  
\*[Registration Instructional Video](#)

## Faculty Self-Service



[Browse Classes](#)  
[Enter Grades](#)  
[WDCE - Track Attendance](#)  
[View Class Roster](#)  
[Enter Office Hours](#)  
[Manage Active Assignments](#)  
[Access Faculty Resources](#)

## Blackboard



[Blackboard](#)  
• Course syllabi, lectures, homework, etc.  
[Help Desk](#)  
• Support for students and faculty  
[Training Videos](#)  
• Videos may depict older software versions

## College Email



## Finance-Employees



## Technology Help Desk



## Student Accounts and Billing





## Student Self-Service



[Access Your Student Profile](#)

[Review Required Action Items](#)

[Access Registration Dashboard](#)

[Browse Classes](#)

[Browse Course Catalog](#)

[View Account Summary](#)

[Degree Works](#)

\*[Browse Classes Documentation](#)

\*[Browse Classes Instructional Video](#)

\*[Registration Instructional Video](#)

Course schedule,  
textbook  
information,  
grades, student  
records, etc.

## Registration

What would you like to do?



[Prepare for Registration](#)

View registration status, update student term data, and complete pre-registration requirements.



[Register for Classes](#)

Search and register for your classes. You can also view and manage your schedule.



[Browse Classes](#)

Looking for classes? In this section you can browse classes you find interesting.



[View Registration Information](#)

View your past schedules and your ungraded classes.



[Browse Course Catalog](#)

Look up basic course information like subject, course and description.

Click on x at the  
upper right to close  
the page



The screenshot shows the myCTState website. At the top, the text 'myCTState' is displayed in large white letters on a dark blue background. Below this, a paragraph explains that students, faculty, and staff can access Banner, Blackboard, CT State email, and other support services by logging into myCTState. The page is divided into three main sections: 'myCTState Announcements' on the left, 'Log In to myCTState' in the center, and 'Other Resources' on the right. The 'Log In' section has a 'LOG IN' button and links for 'First-time Login Assistance', 'Password Reset', and 'Further Support'. The 'Other Resources' section lists 'View myCTState Videos', 'Browse Classes', 'Browse Programs/Majors', 'Apply for Admission', 'Apply for Financial Aid', and 'Access Office 365/Email'. An orange arrow points from the 'First-time Login Assistance' link to the 'Apply for Financial Aid' link. A red box highlights the 'Apply for Financial Aid' link, with two arrows pointing to external text boxes on the right.

myCTState

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myCTState Announcements

- [Multifactor Authentication Requirement](#)
- [Scheduled System Maintenance Timeframes](#)
- [Recommended personal technology to access CSCU systems and Blackboard.](#)

Log In to myCTState  
to access Banner, Blackboard and Email

LOG IN

First-time Login Assistance »

Password Reset »

Further Support »

Other Resources

- View myCTState Videos
- Browse Classes
- Browse Programs/Majors
- Apply for Admission
- Apply for Financial Aid
- Access Office 365/Email

Start Here –  
apply for  
Financial Aid

Login – check  
on your  
Financial Aid  
status

Go to <https://studentaid.gov>, click on Apply Now

## Blackboard



[Blackboard](#)

- Course syllabi, lectures, homework, etc.

[Help Desk](#)

- Support for students and faculty

[Training Videos](#)

- Videos may depict older software versions

After you have clicked on the Blackboard link, you will be in the Blackboard system.

# CT STATE Blackboard® COMMUNITY COLLEGE

Click to Login with NetID

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Go to Blackboard by clicking on “Click to Login with NetID”.

Seven days before the first day of a class, you will be able to go to the Blackboard course site.

**CT STATE**  
COMMUNITY COLLEGE

Institution Page

Yi Guan-Raczko...

Activity Stream

**Courses**

Calendar

14 Messages

Grades

Assist

## Courses

← Fall 2023

Current Courses ▼

Upcoming Courses →

Search your courses

Filter All Courses ▼

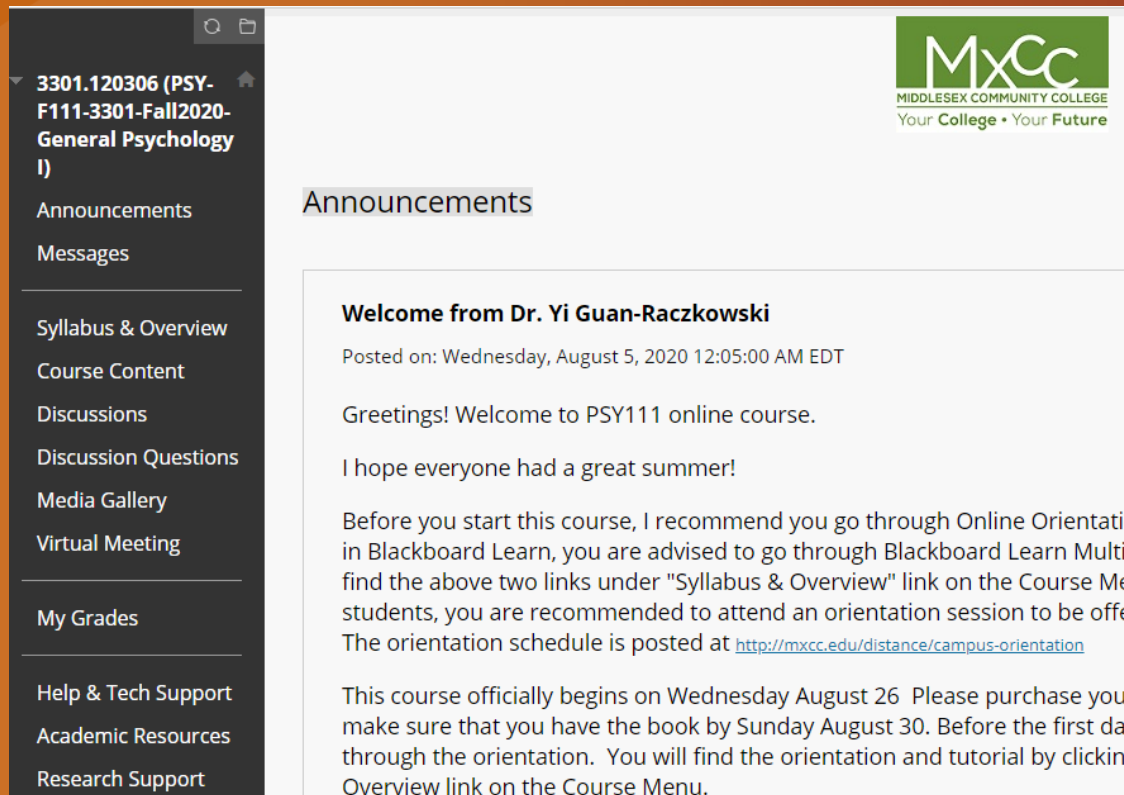
25 items per page

### Favorites

MxCC_Training_Yi_Guan-...		
MxCC_Training_Yi_Guan-Raczkowski		
	1686.123112	
	PRFD-L5120-1686-Spring2023-Best Pract	
	of Online Pedagogy	
		1349.123106
		PSY-F111-1349-Spring2023-Gen.
		Psychology I - 4/10-05/14

Click on Courses, you will see current courses. Seven days before the first day of a course, the course will be listed. On the Courses page. Click on a Course to enter the course Blackboard site.

# Blackboard Learn



The screenshot shows the Blackboard Learn interface. On the left is a dark sidebar with a course menu for '3301.120306 (PSY-F111-3301-Fall2020-General Psychology I)'. The menu items include Announcements, Messages, Syllabus & Overview, Course Content, Discussions, Discussion Questions, Media Gallery, Virtual Meeting, My Grades, Help & Tech Support, Academic Resources, and Research Support. The main content area has the MxCC logo (Middlesex Community College) at the top right. Below the logo, the title 'Announcements' is displayed. The first announcement is titled 'Welcome from Dr. Yi Guan-Raczkowski', posted on Wednesday, August 5, 2020 at 12:05:00 AM EDT. The text of the announcement reads: 'Greetings! Welcome to PSY111 online course. I hope everyone had a great summer! Before you start this course, I recommend you go through Online Orientation in Blackboard Learn, you are advised to go through Blackboard Learn Multitool to find the above two links under "Syllabus & Overview" link on the Course Menu. For new students, you are recommended to attend an orientation session to be offered. The orientation schedule is posted at <http://mxcc.edu/distance/campus-orientation>. This course officially begins on Wednesday August 26. Please purchase your textbook and make sure that you have the book by Sunday August 30. Before the first day of class through the orientation. You will find the orientation and tutorial by clicking the Orientation Overview link on the Course Menu.'

- All MxCC online/hybrid/LRON courses and on-campus courses use Blackboard.
- Syllabus, class files, announcement, email, assignment drop box, and exams.

# Learn Blackboard

All MxCC registered students are enrolled to a Blackboard course:

## MxCC\_Student\_Orientation: Essential Skills for Attending Courses Online/Remotely

Instructor: YG MxCC DL Support; MxCC DL Support-SC;

Announcements:

➤ [To MxCC Summer Session II \(July 6 starting\) Online Students - Getting Ready](#)

The screenshot shows the Blackboard course interface. On the left is a dark sidebar with a list of course items: 'MxCC\_Student\_Orientation (Essential Skills for Attending Courses Online/Remotely)', 'Announcements', 'Finding your Syllabus in an Online Course', 'Computer Skills for Blackboard', 'Navigating Blackboard', 'Accessibility within Blackboard', 'Troubleshooting Blackboard Issues', 'Attending a Collaborate/WebEx/ Teams session', 'Sending Email or Messages', 'Posting to Discussions/journals', and 'Getting to Know MxCC'. The main content area is titled 'Announcements' and contains two posts. The first post, 'How to Use this Course', is dated Tuesday, March 23, 2021 9:35:59 AM EDT and contains blue text instructions. The second post, 'To MxCC Summer Session II (July 6 starting) Online Students - Getting Ready', is dated Friday, July 1, 2022 9:25:00 AM EDT and begins with 'Greetings and welcome!'.

**Announcements**

**How to Use this Course**  
Posted on: Tuesday, March 23, 2021 9:35:59 AM EDT

**No matter what type of course you are taking, Blackboard will probably be used in some capacity.**

**Use this course to access "*How To's*" on most skills needed when using Blackboard, Collaborate, WebEx and more.**

**Scroll through the left hand menu to review:**

- **Computer skills needed when using Blackboard**
- **Blackboard Tools (Assignments/Discussion Board/Tests) that may be used in your course.**
- **Attending an Online Class Session (Collaborate, WebEx or Teams)**
- **Checking Grades in Blackboard**
- ***And Much More..***

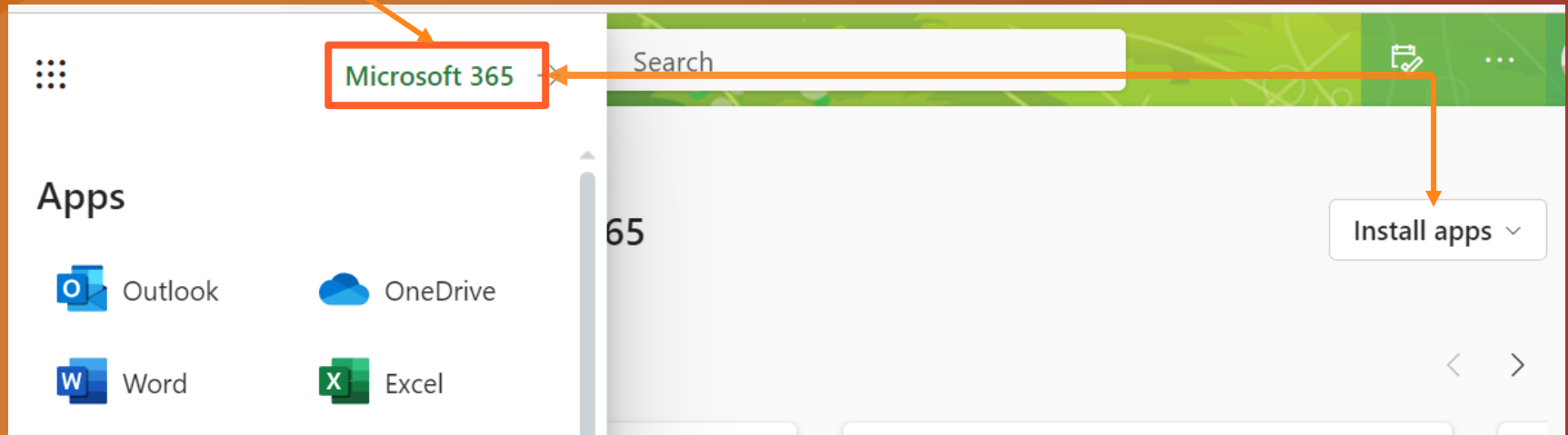
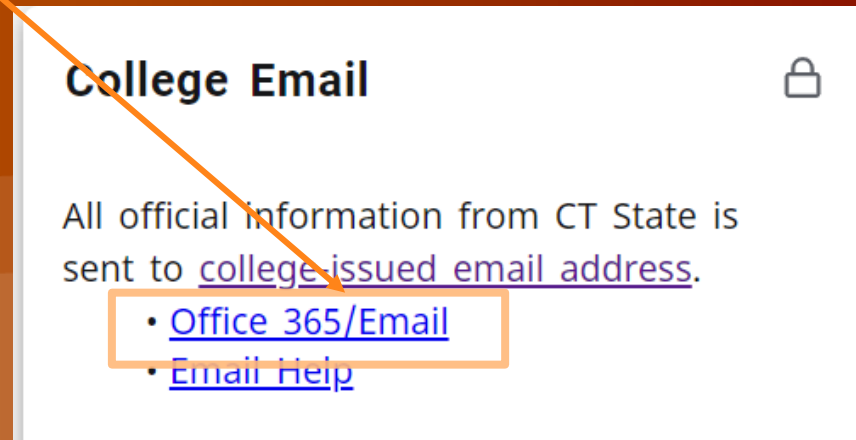
**To MxCC Summer Session II (July 6 starting) Online Students - Getting Ready**  
Posted on: Friday, July 1, 2022 9:25:00 AM EDT

Greetings and welcome!

# Office 365 – Email, MS Teams, One-Drive

- My.ctstate.edu: Office 365/Email.
- Direct access – portal.office.com
- Download MS Office for free of charge.

App  
Launcher





# Office 365 – Email

- Check college email regularly.

The screenshot displays the Outlook web interface. On the left, the navigation pane shows 'Favorites' (Conferences\_PD with 15 items, Sent Items, and an 'Add favorite' link) and 'Folders' (Inbox with 3050 items, Drafts with 375 items, Sent Items, Deleted Items with 1 item, Junk Email, Archive, and Notes with 49 items). The main area is divided into two sections. The top section, titled 'Inbox', lists four emails: 'Re: On-ground classes now online' (from MW), 'Re: Spring 2020 WR' (from MS), 'Re: REMINDER: Next CFT Steering Committee meeting' (from HL), and 'Course Evaluations for Fall 2019' (from AB). The bottom section, titled 'Today', lists three emails: 'Yi Guan-Raczowski' (from YG) with a preview of 'Someone is waiting in your Personal Roo...' and 'Ambreen Bukhari is waiting in your Personal Room lobby...', 'Behney, Melissa A' (from BA) with a preview of 'Fw: Core CT' and 'No preview is available.', and 'Behney, Melissa A' (from BA) with a preview of 'Fw: Timesheet'. On the right, a section titled 'CSCU In the News 7-16-20' features a news article from CSCU-Announcement dated Thu 7/16/2020 10:36 AM. The article includes a quote from the President: 'News12 CT: [Connecticut universities lay out reopening plans incl](#) Hartford Courant: [Community college will be free for some Cor](#) CT Post: ['Cruel' policy for international students caused 'unneed](#) Litchfield County Times: [Editorial: International students deserv](#)'. It also mentions 'CSCU News' and 'Greater Hartford Patch: [New England Commission of Higher Ed](#) West Hartford News: [Register now for Tunxis classes](#)'. The article is dated July 14, 2020, and mentions 'Free college might be in your future, but you had better act fast. For the first time community college will be free for some stude'.

<https://mxcc.edu/distance/student-technology-resources>

# Student Technology Resources



MENU ▾



QUICK LINKS

Go to MxCC Home Page: <http://mxcc.edu>

Click on Menu and select **Distance Learning (online courses)** link.

Click on Students and then select **Student Technology Resources in the Virtual Campus** under Helpful link

**CT STATE**  
COMMUNITY COLLEGE  
Middlesex

• The Center for Civic Engagement

## HELPFUL LINKS

- Catalog & Policies
- Community Resources
- Consumer Information & Policies
- Core Competency Course Lists
- Emergency/Crisis Services
- Faculty Office Hours
- Final Exam Information
- General Education Requirements
- Graduation Information
- Sexual Harassment and Assault Information
- Student Handbook
- Student Right to Know Act Info
- Student Technology Resources In the Virtual Campus
- Transfer Ticket Programs

- [How to Register](#)
- [Credit Online Classes](#)
- [Non-Credit Online Classes](#)
- [Take a SmarterMeasure Test](#)
- [What to Do ? \(Step 1- Getting Started\)](#)
- [How to Log On?](#)
- [Technical Help](#)
- [Live Real-Time Orientation](#)
- [Online Orientation](#)
- [Live/Remote & Online Classes](#)
- [Blackboard Tutorials](#)
- [Withdrawals and Refunds for Online Courses](#)
- [Phone Contacts](#)
- [Faculty Online Teaching](#)
- [General Studies Degree Online](#)
- [Academic Support](#)
- [Academic Policies](#)

# 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)

[Tech Trail for Students](#) – Live/Remote Technology Workshops for Students

[Blackboard](#) | [Campus Computer Labs & Wireless Network](#) | [eTutoring](#) | [Library Databases](#) | [Library Research in Blackboard](#) | [MyCommNet](#) | [Student College Email](#) | [Student Self-Service](#) | [Virtual Campus on Blackboard](#) | [Office 365 Advantage/MS Teams](#) | [WebEx](#) | [Pegasus Green](#) |

**MYCOMMNET**

- [Student Technology Resources Videos](#)
- [Student Technology Resources Presentation \(PDF\)](#)

# MxCC IT Service

- Need help logging onto campus computers.
- Have NetID and Password reset when you cannot reset password yourself.
- **Problem with WebEx or MS Teams**

## Contact IT

- 860.343.5711
- Wheaton Hall Room 304
- [mx-it@mxcc.commnet.edu](mailto:mx-it@mxcc.commnet.edu)



# MxCC Distance Learning

Need Help with MyCTState or Blackboard?

- 860.343 .5756
- [mxccdistanace@mxcc.edu](mailto:mxccdistanace@mxcc.edu)
- <http://mxcc.edu/distance>
- Chapman -701 B/C
- Monday – Friday, 8:30 am to 5:00 pm
- 860-723-0221 (24x7 Help Desk)
  - Blackboard
  - MyCTState, Banner Self-Service, WebEx, MS Teams, Blackboard Collaborate



# MxCC Records Office

## Contact Records Office if:

- You are a continuing or re-admit student.
- Have questions about Student Self-service.
- 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@mccc.edu](mailto:mx-library@mccc.edu)
- <http://mccc.edu/library>

