Student Technology Resources

Net ID and Password – all 12 Connecticut community colleges

myCTState

my.ctstate.edu

Campus Computers
Computer Labs
Computer Classrooms
College Library
&
Secured Network

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

Blackboard
Syllabus, announcement, discussions, lecture notes, tests

Blackboard learn+

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

Office 365

Library Databases
Journal articles, newspapers

NetID – Logon to MyCTState

1.   **Open up a browser and enter "my.ctstate.edu"**

2.   **Use your NetID**: 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:
   If you have never used your NetID at any Connecticut community colleges, 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.*

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Multifactor Authentication

- All users are required to use Multifactor Authentication before accessing college systems.
  - For new user, after entered the netID and initial password, click on Next on More Information Required" page.
- New users will be prompted to enter authentication methods – at least two methods are recommended – verification code-indicate the default method:
  - Text/call to your personal phone
  - Email
  - Security questions
    - Click on Security Info (left) and click on Add Method.
- When you log on to my.ctstate.edu, after you enter the ID and password, you will be prompted to enter a verification code. Check the verification code using your default method.

Password Reset – On Your Own

- Under my.ctstate.edu login button, click on Password Rest.
- To reset a password, go to https://passwordreset.microsoftonline.com

Need to set up authentication methods before you can reset your password.

Tech help with password reset: 860-723-0221
https://cscu.edusupportcenter.com/shp/cscu/home (chat or create a case)

Password Reset

When you have difficulty changing your password using the [online tool](#), call the following numbers to have your password reset.

- 24 hours help desk: 860-723-0221
- Monday to Friday, 8:30 am to 5:00 pm
  - IT Services, Wheaton 304
  (860) 343 – 5711
  - Distance Learning, Chapman 701B/C
  (860) 343-5756

Access to MyCTState

- Open a web browser.
- Go to my.ctstate.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.

Access to Blackboard

- Once you are in MyCTState, click on the **Blackboard** link. Click on **Courses** on the left panel and then click on a course title.

- Click on your Course Title.

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

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

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

- To go to another course, click on the X at the upper left corner to close the current course and then click on another course title.

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

Access to Student Self-Service

- Access to Student (or Faculty) Self-Service:
- Once you are logged onto MyCTState.
- Under Student Self-Service
- Click on Access Registration Dashboard. You may navigate the following links:
  - Prepare for Registration
  - Register for Classes
  - View Registration Information
  - Browse Course Catalog