

# Instruction: NetID and Password

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To log on to MyCTState (my.ctstate.edu) 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 <http://supportcenter.ct.edu/netid/lookupnetid.asp>**

## NetID Password

If you have logged on to myCommNet/MyCTState 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

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passwords.

## **Forgotten NetID**

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

<http://supportcenter.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**

Use the Web Password Reset Utility at <https://passwordreset.microsoftonline.com>

*If the above site does not work, contact IT service:*

Room 304, Wheaton, Middletown Campus, (860) 343 – 5711

or 24/7 Technology Support Center

860-723-0221, Web: <https://ccsu.edusupportcenter.com>

*For other questions regarding your online courses or Blackboard, contact Distance Learning*

Room 701B/C, Chapman Hall, Middletown Campus, (860) 343 – 5756

*For questions about Banner Self-Service, Contact Records Office*

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