

Student Technology Resources

Distance Learning/Educational Technology

(860) – 343 -5756

mxccdistance@ctstate.edu

<https://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.ctstate.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 name is part of your NetID .

Firstname.lastname@ctstate.edu

- For example, if your name is Jenny Brown

Your NetID will be:

Jenny.brown@ctstate.edu

Look Up NetID

<https://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

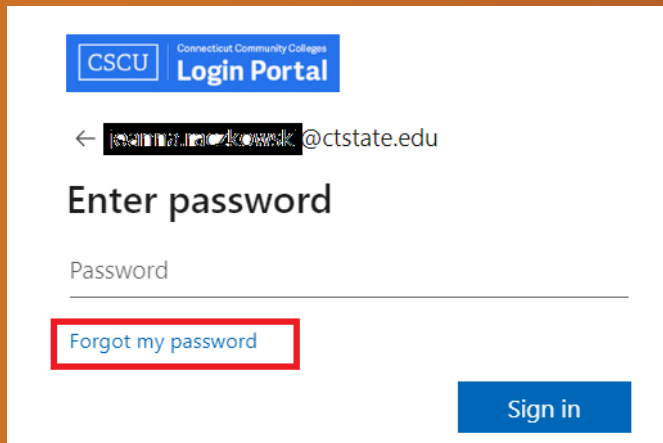
New Students at MxCC

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,

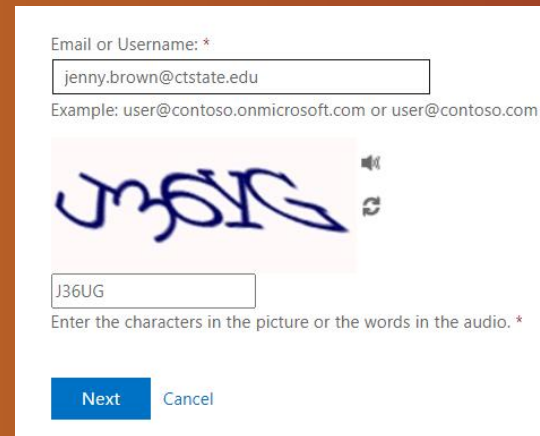
you use the same NetID and Password to access MyCTState or computers on MxCC campus.

First Time Logon – Create a Password

- If you are a brand-new CT State community College student and have not logged into a campus computer or MyCTState/MyCTState yet, go to my.ctstate.edu, enter your NetID and click on Next. Click on “Forget My Password”.



The screenshot shows the CSCU Login Portal. At the top left, there is a blue box with the CSCU logo and the text "Connecticut Community Colleges Login Portal". Below this, there is a back arrow and a text input field containing "jenny.brown@ctstate.edu". The main heading is "Enter password". Below the heading is a "Password" label and a text input field. A red rectangular box highlights a link that says "Forgot my password". At the bottom right, there is a blue "Sign in" button.



The screenshot shows the CAPTCHA verification step. At the top, it says "Email or Username: *" followed by a text input field containing "jenny.brown@ctstate.edu". Below this, there is an example email address: "Example: user@contoso.onmicrosoft.com or user@contoso.com". The main part of the screen features a CAPTCHA image showing the word "J36UG" written in blue ink on a light background. To the right of the image are a speaker icon and a refresh icon. Below the image is a text input field containing "J36UG". Underneath the input field, it says "Enter the characters in the picture or the words in the audio. *". At the bottom, there are two blue buttons: "Next" and "Cancel".

- Enter the characters shown on the page. Click on Next.

Create a New Password

- You will be asked to choose a way to receive a verification code – either using email, text, or phone call.

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

- Email my alternate email
- Text my mobile phone
- Call my mobile phone
- Call my office phone

In order to protect your account, we need you to enter your complete mobile phone number (*****71) below. You will then receive a text message with a verification code which can be used to reset your password.

Enter your phone number

Text

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

- Email my alternate email
- Text my mobile phone
- Call my mobile phone
- Call my office phone

We've sent you a text message containing a verification code to your phone.

594049

Next

- Depending on whichever way you select, go to the email or the phone to get the verification code.
- Enter the verification code and click on Next, you will be asked to enter 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:

ColdWinter2024\$

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
- Entering at lease 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

jenny.brown@ctstate.edu

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

Back

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.



← jenny.brown@ctstate.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

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

1 of 2 Details

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 Vid](#)

*[Registration Instructional Video](#)

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

Click on x at the
upper right to close
the page

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.

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

[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](#)

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
COMMUNITY COLLEGE

Blackboard®

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.

The screenshot shows the Blackboard interface for CT State Community College. On the left is a dark sidebar with navigation options: Institution Page, Yi Guan-Raczko..., Activity Stream, **Courses** (highlighted with an orange box), Calendar, Messages (14), Grades, and Assist. The main content area is titled 'Courses' and shows 'Fall 2023' selected. It includes a search bar, a filter set to 'All Courses', and a '25 items per page' dropdown. Below is a 'Favorites' section with three course cards:

Course ID	Course Title	Image/Logo
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

PSY-2001-002-Summer 2024-Lifespan Development

Announcements
Messages

Syllabus & Overview
PSY 2001 Calendar
Course Content
Discussions

My Grades

Virtual Classroom
Help_Tech_Support
Policies_Services
Library_Research_Help

CT STATE
COMMUNITY COLLEGE
MIDDLESEX

Announcements

APA Citation in Discussion Assignments

Posted on: Monday, June 3, 2024 12:00:00 AM EDT

Dear students,

Please be aware that in discussion assignments, specifically in your answer to discussion questions (not in your response to questions), you are required to use APA style guide for in-text citations when you refer to textbook discussions or other resources. Also include the list of references. This information can be found in Unit 1 Folder. An example of an in-text citation for our textbook on page 5 would be

(Feldman, 2019, p.5).

If you referred to our textbook, from page 44 to page 46, you will provide the list of reference in the end of your discussion answer.

Reference

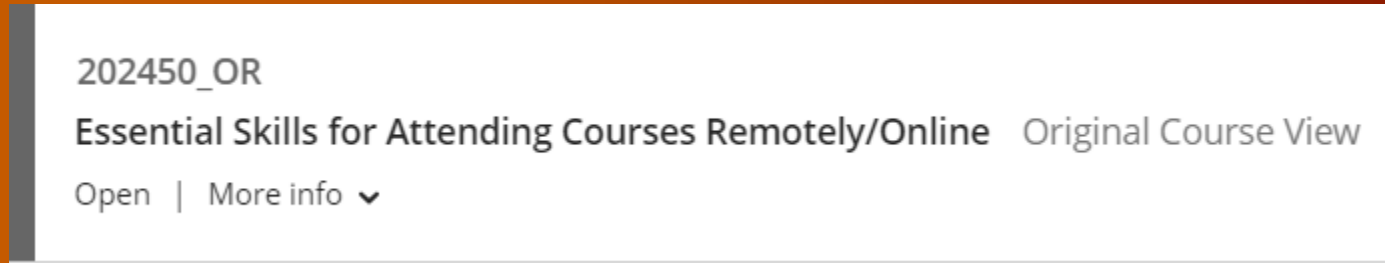
Feldman, R. S. (2019). *Development Across Life Span* (pp. 44-46). Pearson.

If you referred to other references, you may use the citation machine web site to generate the APA style reference list at <http://www.citationmachine.net/apa>

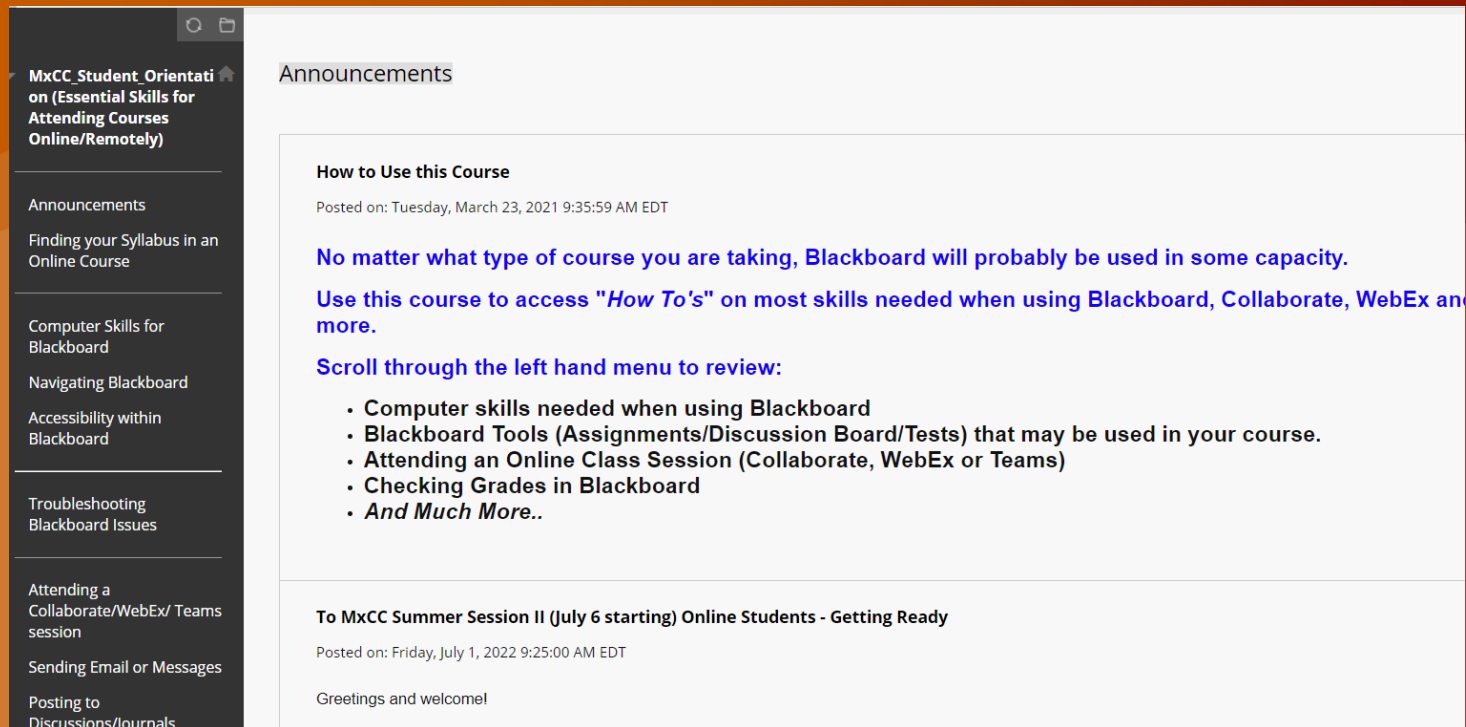
- All MxCC online/hybrid/LRON courses and on-campus courses use Blackboard.
- Syllabus, class files, announcement, email, assignment drop box, and exams.

Learn Blackboard

All MxCC registered students are enrolled to a Blackboard course:



202450_OR
Essential Skills for Attending Courses Remotely/Online Original Course View
Open | More info ▾



MxCC_Student_Orientati
on (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

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..**

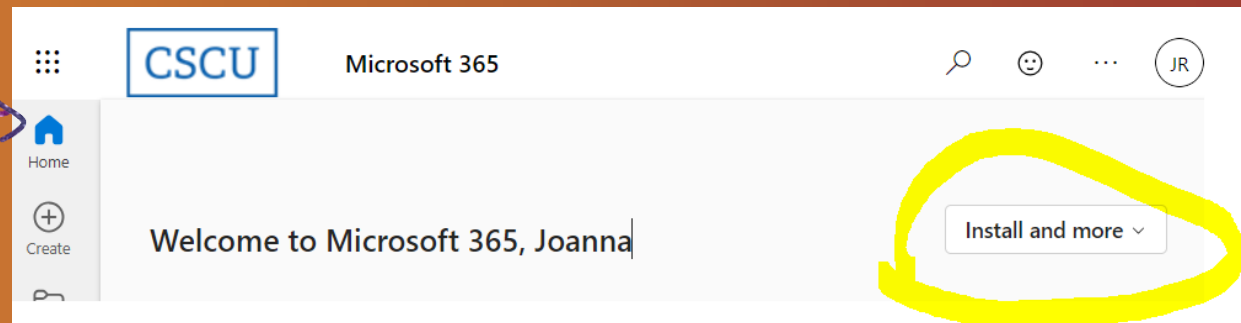
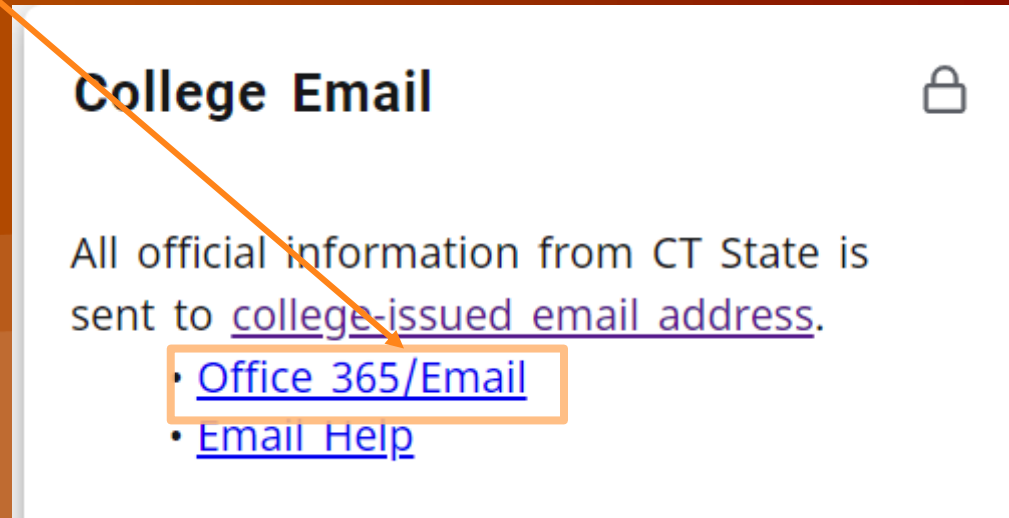
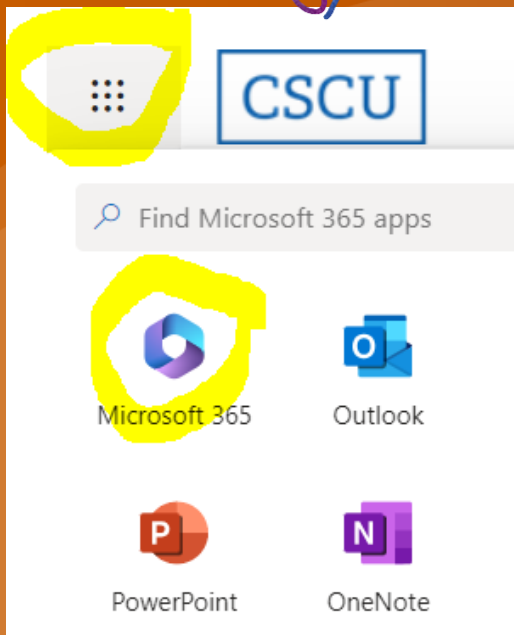
To MxCC Summer Session II (July 6 starting) Online Students - Getting Ready

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.



Office 365 – Email

- Check college email regularly.

The screenshot displays the Outlook web interface. On the left, a navigation pane shows folders like 'Conferences_PD' (15), 'Sent Items', 'Drafts' (375), and 'Inbox' (3050). The main area shows an 'Inbox' with several messages, including 'Re: On-ground classes now online' and 'Re: Spring 2020 WR'. A 'Today' section contains a message from Yi Guan-Raczkowski and two from Melissa A. Behney. On the right, a 'CSCU In the News 7-16-20' section features news items such as 'CSCU-Announcement' and 'Greater Hartford Patch: New England Commission of Higher Education'.

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

Student Technology Resources

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

On the left panel and under
ONLINE LEARNING, scroll
down and Click on **Student
Technology Resources**

▷ Withdrawals and Refunds for Online
Courses

▷ Phone Contacts

▷ Faculty Online Teaching

▷ General Studies Degree Online

▷ Academic Support

▷ Academic Policies

▷ Student Handbook

▷ Student Technology Resources

▷ Distance Learning Staff

STUDENT TECHNOLOGY RESOURCES

- ▷ 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 Handbook
- ▷ Student Technology Resources <

Middlesex 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, MyCTState, 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](#) | [MyCTState](#) | [Student College Email](#) | [Student Self-Service](#) | [Virtual Campus on Blackboard](#) | [Office 365 Advantage/MS Teams](#) | [WebEx](#) | [Pegasus Green](#) |

MYCTSTATE

[top](#)

MyCTState is an entry point to access **Student Self-Service, Student Email, Blackboard, and Library Databases**. For example, MyCTState gives you access to:- final grades, registration, transcripts, course search, course schedule

- [Student Technology Resources \(PDF\)](#) –

MxCC IT Service

- Need help logging onto campus computers or my.ctstate.edu.
- Problem with login on to my.ctstate.edu, WebEx or MS Teams

Contact IT

- 860.343.5711
- Wheaton Hall Room 304



MxCC Distance Learning

Need Help with MyCTState or Blackboard?

- 860.343 .5756
- mxccdistanace@ctstate.edu
- <https://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 Enrollment Office

Contact Enrollment 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@ctstate.edu
- <https://mxcc.edu/library>

