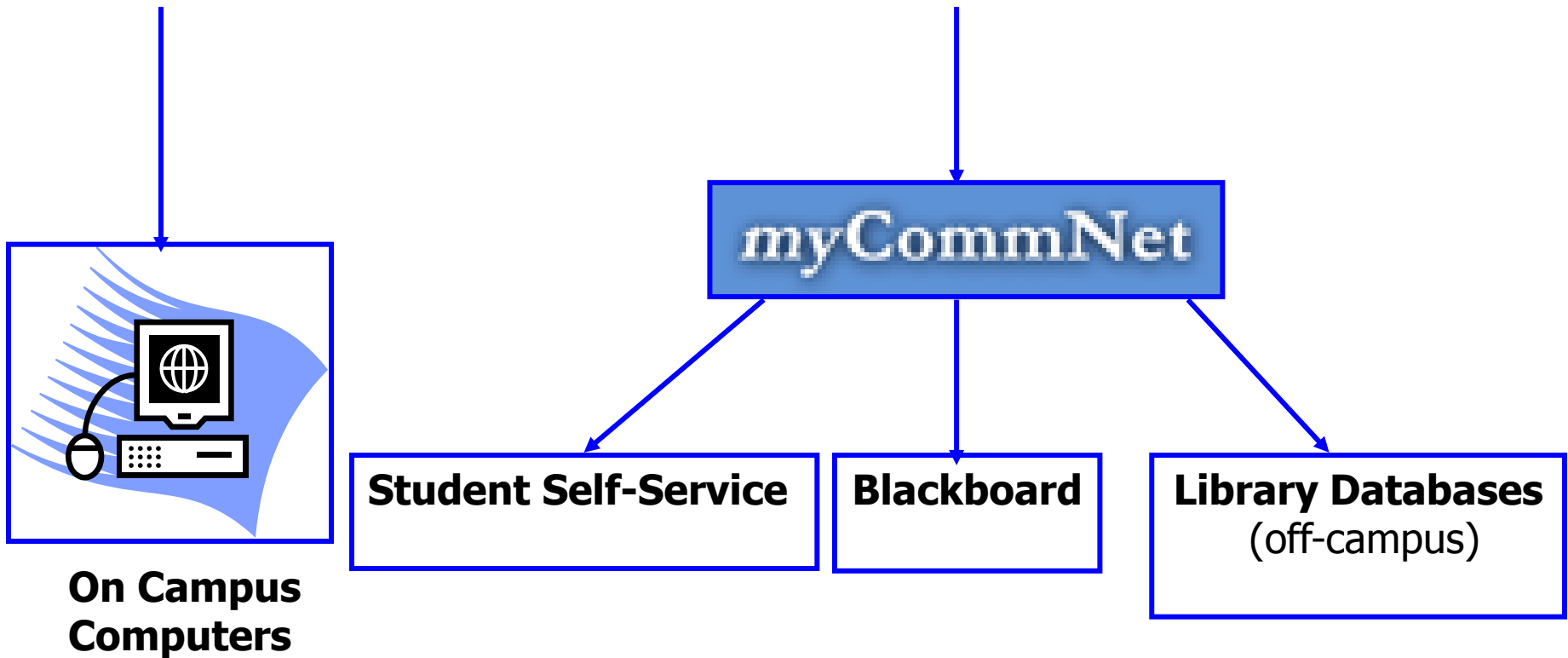


Computer Login and myCommNet

Use **NetID** and its **password** to access the following resources at all 12 Connecticut Community Colleges:



NetID – Logon to a Campus Computer

1. Press CTRL+ALT+DEL keys on the keyboard to bring up login screen.
2. Enter username: BannerID@student.comnet.edu

For example, if your Banner ID is @00789687, your **NetID** is 00789687@student.comnet.edu

Look up your NetID at <https://www.comnet.edu/netid/lookupnetid.asp>

3. **Enter password:**
The same password used to log on a Campus Computer from any 12 Connecticut community colleges. If you have not logged on to a campus computer, 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*

Flower11

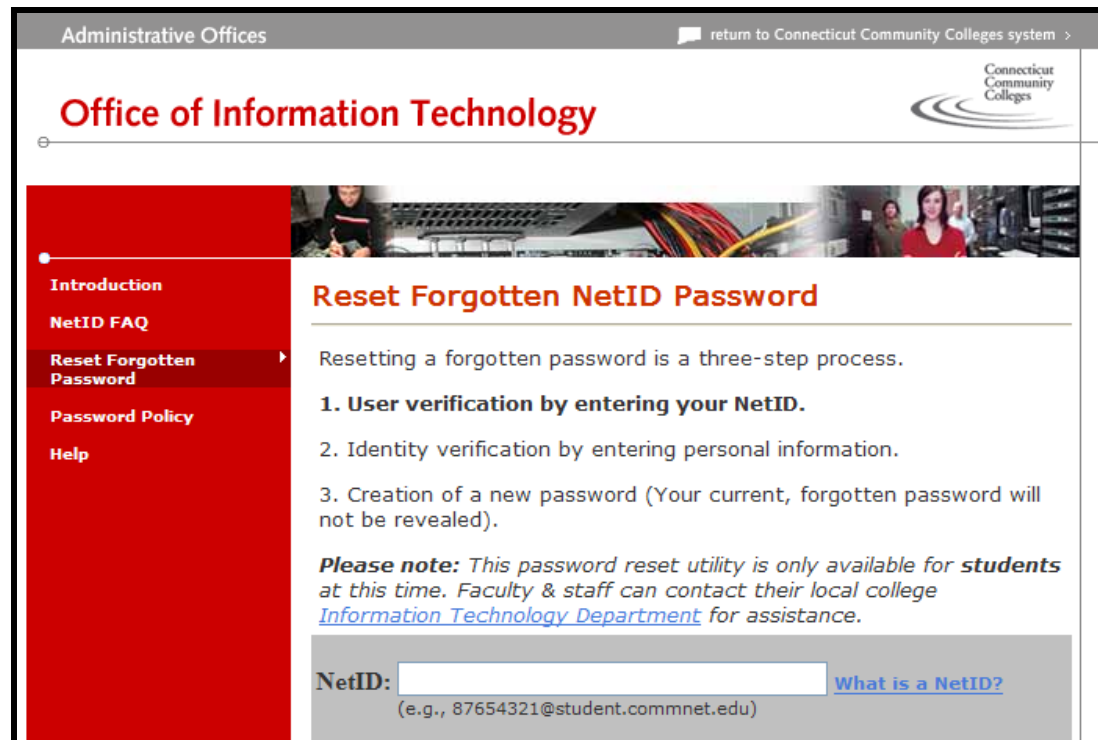
and

- *Minimum of 8 characters in length*
- *Do not use your name.*

\$016hana

Password Reset – On Your Own

<https://www.commnet.edu/netid/password.asp>



The screenshot shows a web page for the Office of Information Technology at Connecticut Community Colleges. The page is titled "Reset Forgotten NetID Password" and provides instructions for resetting a password. The page includes a navigation menu on the left, a main content area with a list of steps, and a form at the bottom for entering a NetID.

Administrative Offices return to Connecticut Community Colleges system >

Connecticut
Community
Colleges

Office of Information Technology


Introduction

NetID FAQ

Reset Forgotten Password

Password Policy

Help



Reset Forgotten NetID Password

Resetting a forgotten password is a three-step process.

- 1. User verification by entering your NetID.**
2. Identity verification by entering personal information.
3. Creation of a new password (Your current, forgotten password will not be revealed).

Please note: This password reset utility is only available for **students** at this time. Faculty & staff can contact their local college [Information Technology Department](#) for assistance.

NetID: [What is a NetID?](#)
(e.g., 87654321@student.commnet.edu)

Password Reset – on Campus

1. Stop by the following offices (Mon-Fri, 9:00am-5:00pm) to make your request with your Photo ID.
 - Distance Learning, Chapman 633/632, (860) 343-5756
 - IT Services, Wheaton 304, (860) 343 – 5711
 - Records Office, Founders 153, (860) 343 - 5724
 - Meriden Center, Staff Desk (4th floor) , 203 - 238 - 6202
2. If you are unable to come to our campus during the office hours, you may do either of the following:
 - a. You may download the Password Reset Form at
<http://www.mxcc.commnet.edu/images/customer-files/password-reset.pdf>

Fill out this form and FAX your request to the Record's Office at 860-344-3055.

- b. FAX your request with **a photo ID** to (860) 344 – 7488. Write down the information in your FAX: Attention to: Distance Learning, your name, Banner ID, phone#, birth date, last four digit of your social security number, requesting to have your NetID password reset, signature, and Photo ID (Student ID or Driver's License). After you FAX the request, notify Distance Learning staff at mxccdistan@mail.commnet.edu. Your request will be processed during [Distance Learning](#) office hours.

Access to myCommNet

- Open a web browser.
 - Go to my.commnet.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
www.commnet.edu/netid/lookupnetid.asp
- Password:** The same password to log on to a **campus computer** at any of 12 Connecticut community colleges.

MyCommNet - Security Question and Answer

- In MyCommNet, after you have changed your initial password to a new password, you are prompted to choose a security question and answer it.
- It is critical to choose a question from which you can remember the answer (exact words you typed) easily in the long run since the answer to the security question you choose is the key for you to reset password on your own (see next slide).

Access to Blackboard

- Once you are in myCommNet, click on the **Blackboard Vista** icon located in the upper-right.
 - Starting Fall 2011, some courses will use Blackboard Learn. To access Blackboard Learn courses, click on Blackboard Learn icon located in the upper-right.
- Click on your Course Title.
 - [Disable pop-up blockers](#) to ensure myCommNet functions correctly.
 - If you have logged on to myCommNet but could not get to a Blackboard course, visit the troubleshooting tip page at:
<http://www.mxcc.commnet.edu/Content/Trouble.asp>
- Once you are in Blackboard, go back to MyCommNet window and click **Logout** (upper-right) . Close myCommNet window. Stay in Blackboard entirely to work on your online course. You may click Maximize icon to enlarge your Blackboard window fully.
- To go to another course, click **My Blackboard** (upper-right) and click the course title.
- Once you are done with Blackboard, click **Logout**.

Access to Student Self-Service and Library Databases (off-campus)

- Access to Student (or Faculty) Self-Service:
- Once you are logged onto MyCommNet:
 - Click **Student** tab.
 - Click the link under Student (or Faculty) Self-Service.
 - Click a college name.
 - Click **Student Services**.
 - Click any of the choices to obtain your class schedule, transcripts, financial aid, etc.
- Access to library databases: click **Library** tab:
- Once you are logged onto MyCommNet:
 - Click **Library** tab.
 - Click + next to Middlesex Community College.
 - Conduct search in a library databases