

# **Instruction: NetID and Password**

---

To log on to MyCommNet 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 <https://www.commnet.edu/netid/lookupnetid.asp>**

## **NetID Password**

If you have logged on to myCommNet 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 first time logged on, 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 passwords.

# Instruction: NetID and Password

---

## Forgotten NetID

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

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

If this site does not provide you with 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

### For students

#### **a. Web Password Reset Utility**

You can create a new password at <https://www.commnet.edu/netid/password.aspx>

You need to verify your identity by entering the following personal information in addition to your NetID.

- Birth Date
- Social Security Number
- Answer to your security question

**b. If you are not able to reset your password at the above site**, stop by the following offices (Mon-Fri, 9:00am-5:00pm) to make your request with your Photo ID.

IT Service, Room 304, Wheaton, Middletown Campus, (860) 343 - 5711

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

Distance Learning, Room 633/632, Chapman, Middletown Campus, (860) 343 - 5756

Front Desk (4th floor), Meriden Center, (203) 238 - 6202

**c. If you are not able to come to our campuses**, FAX the Password Reset Form to Record's Office at 860-344-3055. The form can be found at

<http://www.mxcc.commnet.edu/images/customer-files/password-reset.pdf>

### For faculty and Staff

IT Service, Room 304, Wheaton, Middletown Campus, (860) 343 - 5711

Front Desk (4th floor), Meriden Center, (203) 238 - 6202

**\*For identity protection, MxCC does not give away your NetID or reset your password over phone or via email.**