

MIDDLESEX COMMUNITY COLLEGE
Password Reset Form via Fax
Attention: Records Office - Fax # (860) 344-3055

PHOTO ID: Driver's License or Student ID.

Please photocopy on lightest setting possible.

Student's Full Name: _____

Banner ID: @ _____

Birth Date: _____

Last 4 Digits of Social Security#: _____

I, the above named student, am authorizing the Middlesex Community College Records Office to reset my Banner ID password.

Signature: _____ **Date:** _____

Telephone #: _____

The Records Office will call **ONLY** if this request cannot be processed due to missing information or poor photo quality.

Once this request is received, please allow a reasonable amount of time for your password to be reset. Our regular business hours are Monday - Friday 8:00 - 4:30.

When you go to <http://my.commnet.edu>, in the box for NetID enter your Banner ID followed by @student.commnet.edu. Do not put the "@" symbol in front of your Banner ID. Your password will be reset to the first three letters of your birth month (Capital first letter, next two lower case) followed by the "&" symbol (Shift key #7) and the last 4 digits of your Social Security number.

Example: NetID: 01234567@student.commnet.edu
 Password: Sep&4321

Upon successful login you will be prompted to change your password. The new password must be at least 8 characters long and contain at least one Capital letter, one lower case letter and one number or character.