Your NetID is used to log onto PCs on campus and to log into myCommNet.

To log into myCommNet, go to http://my.commnet.edu or from the MCC homepage, click on the myCommNet logo near the bottom of the page.

Using your NetID

1. You need to know your Social Security Number. If you have one but do not know what it is, you will need to get it from some source other than MCC for security reasons.
   
   If you don’t have a Social Security Number (e.g. international student), contact the Registrar’s Office or the Help Desk. Bring a picture ID.

2. Your <username> is your Banner ID without the <@> in front.
   
   For students: 12345678@student.commnet.edu
   For faculty and staff: 12345678@mcc.commnet.edu

3. Your initial password format will be the first three letters of the month you were born, the & sign, and the last four digits of your Social Security Number.

   Example Password:
   Jan&6789 - For birth month Jan, SSN 123-45-6789

   Note that the password is case-sensitive.

If this did not work:

   From a computer already logged in, go to www.commnet.edu/netid/password.aspx to reset your NetID PIN. Try logging in again, using your new password. If this is successful, skip step 4.

   If the web reset utility is unsuccessful, contact the Registrar’s Office, the Help Desk, or visit the “Ask Me Center” in the Lowe lobby.

   4. Once you have successfully logged into the network, you will be required to change your password. Passwords must:

      - be 8 characters long
      - contain 3 of the following 4 character types:
        - Upper case letters (A-Z)
        - Lower case letters (a-z)
        - Digits (0-9)
        - Special characters (e.g. !@#$%^)
      - not be the same as your previous password
      - not contain any part of your username

   You will have to retype your new password to ensure that you have not made any typographical errors. When you do this, be sure to type it exactly as you did before.

Succeeding with Technology at Manchester Community College for Students, Faculty, and Staff

Fall 2012
For general information about technology at MCC, please visit www.mcc.commnet.edu/students/resources/distance.php (for students, faculty, and staff).

Blackboard
To access your online course material, log into myCommNet and click on “Blackboard.”
For information go to: www.mcc.commnet.edu/students/resources/distanceStudentVista.php

Banner Self-Service
Log into myCommNet and click on “Banner Self-Service.” This is where students access class schedules, academic records, financial aid records, or grades and where faculty access class rosters and enter final grades. For help with Banner Self-Service, contact the Registrar’s Office.

24/7 Technical Assistance
is available at www.commnet.edu/portal/help/ or click the ‘Help’ tab located inside myCommNet.

eTutoring
Online tutoring is available at www.etutoring.org. Visit www.mcc.commnet.edu/academic/asc/tutoring.php or call the Academic Support Center for more information.

Student Computer Facility Hours
August 29 – December 11
Hours subject to change without notice
All computer facilities will be closed on Sundays.

<table>
<thead>
<tr>
<th></th>
<th>Open Computer Labs</th>
<th>LRC B206</th>
<th>LRC B207(MACs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon - Thu</td>
<td>7:30 am to 9 pm</td>
<td>3 pm to 5:50 pm</td>
<td></td>
</tr>
<tr>
<td>Fri</td>
<td>7:30 am to 9 pm</td>
<td>7:30 am to 3 am</td>
<td></td>
</tr>
<tr>
<td>Sat</td>
<td>10 am to 3 pm</td>
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<td></td>
</tr>
</tbody>
</table>

| Library              | Mon - Thu          | 8 am to 8 pm |
|                      | Fri                | 8 am to 3 pm |
|                      | Sat                | 10 am to 3 pm |

Closings for holidays will be announced separately.

MCC Contacts:
 Academic Support Center 860-512-2610
ETDL Department 860-512-2857
Help-Desk 860-512-3456
Library 860-512-2880
Open Computer Labs 860-512-2859
Registrar’s Office 860-512-3220

8/13/2012 ETDL, Manchester Community College

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