Succeeding with Technology at Manchester Community College
For Students, Faculty, and Staff
Fall 2014

Your NetID is used to log onto computers on campus and to log into myCommNet.
To log into myCommNet, go to 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 do not 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 followed by the @
   For students: 12345678@student.commnet.edu
   For faculty and staff: 12345678@manchestercc.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 IT 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:
     o Upper case letters (A-Z)
     o Lower case letters (a-z)
     o Digits (0-9)
     o 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.

Blackboard
To access your online course material, log into myCommNet
and click on “Blackboard”
For information go to:
manchestercc.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 or the IT Help Desk.

Email Accounts
All students are given a college email address when they enroll. All official college
communications will be sent to this account. Visit
manchestercc.edu/offices/irt/student-email.php for information about account set
up and access.

Online Technical Assistance
Is available at websupport.ct.edu or click the “Help” tab located inside myCommNet.

eTutoring
   Online tutoring is available. Visit manchestercc.edu/academic/asc/online-tutoring.php
   or call the Academic Support Center for more information.

Student Computer Facility Hours
The Open Computer Labs are located in LRC B206
LRC B207 & B218 are MAC labs and schedules vary depending on class schedules

Please refer to the MCC website for the most up to date computer lab schedule:
manchestercc.edu/students/resources/computer.php#Hours

Open Computer Labs (B206)
Mon - Thurs 7:30 am to 8 pm
Fri 10 am to 3 pm
Sat-Sun CLOSED

MAC Classroom (B207 & B218) availability will be announced separately.

Library
Mon - Thurs 8 am to 8 pm
Fri 8 am to 3 pm
Sat 10 am to 3 pm

Holiday closings 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

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