Faculty Network Login Procedure

Each full-time and adjunct faculty member has his or her own MCC network Username and Password. The same Username and Password are used for logging into myCommNet, the Network on campus, as well as for logging into the Community College email system, Outlook Web Access (OWA), at www.mail.commnet.edu.

You will need to log onto the MCC network on campus initially before you can access your email.

The format for faculty Usernames differs slightly from that for students.

NetID Username
Your NetID username is made up of: [Banner number digits]@[college id].commnet.edu.

Eg. for an instructor at Manchester Community College whose Banner number is @12345678, the NetID is 12345678@mcc.commnet.edu

NetID Password
(Note that your initial NetID Password is used only once. You will be required to create a new Password once you have successfully logged in the first time. You might want to give this some thought beforehand. See following page for Password requirements.)

Your initial NetID password will be a combination of personal information as follows:

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)

Eg. Joan Doe’s birthday is 10/24/79 and her SSN is 123-45-6789, so her initial NetID password would be: Oct&6789

The Password is case-sensitive, and you won’t be able to see what you’re typing, so if you fail the first time, be patient and try again.

Enter your Username and Password, and click the “OK” button.

You will be required to change your password the first time you log in. See following page for password requirements.
**Password Requirements**

The following requirements must be followed when selecting a NetID password.

- At least eight characters
- Must contain characters from **three of the four** categories:
  1. Uppercase characters (A through Z)
  2. Lowercase characters (a through z)
  3. Numeric digits (0 through 9)
  4. Special characters (for example, !, $, #, %)
- Can not contain all or part of the user's NetID account name
- Password must differ from previous passwords
- Password is forced to change every 90 days, but can be changed sooner

**Forgotten Passwords**

If you have forgotten your password or require assistance, contact the **HelpDesk at 512-3456**.