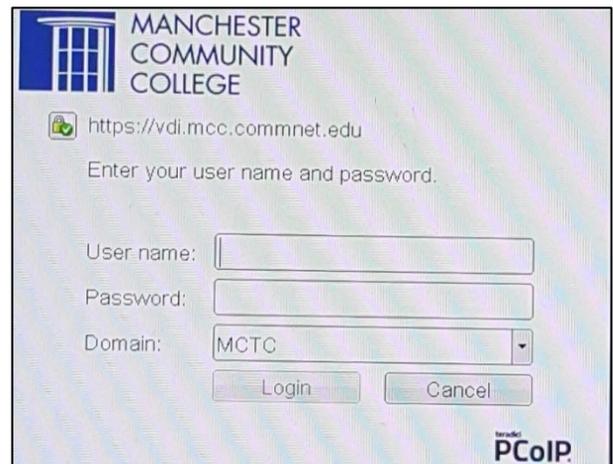


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## How to log into campus PCs

1. Your User name is your NetID. Your NetID is the 8 digits of your Banner number (located on your receipts and registration forms), then “@student.commnet.edu” example: 12345678@student.commnet.edu
2. Enter your password. If you’ve already changed your password, enter the new one you created and skip to myCommNet (page 4). If you haven’t logged in before, use your initial password, which is a combination of personal information:
  - First three characters of your birth month
  - Ampersand (“&”)
  - Last 4 digits of your Social Security # example: Jan&6789 (Your password will appear as a line of ‘\*’)
3. Click the “Login” button.



## myCommNet

Ok, so now you are logged into the campus network. The next step is to log into myCommNet, the portal for the Community College System. MyCommNet is a source of information for all Connecticut Community College students, and provides access to a broad array of personal and academic services, such as accessing Blackboard and seeing your final grades.

1. Open a browser
2. Click on the myCommNet icon from the MCC homepage:  
[www.manchestercc.edu](http://www.manchestercc.edu) or go there directly:  
<http://my.commnnet.edu> (note that there is no “www”). You should bookmark this URL on your home computer so that you can access the portal even if the MCC website is down.
3. Enter your NetID and password, just as you did when you logged into the campus PC.
4. Click the “Login” button

The image shows the myCommNet login form. It has a blue header with the text "Log In to myCommNet" and "to access Banner, Blackboard & Email". Below this, there are two input fields: "NetID" and "Password". The NetID field contains the text "12345678@student.commnnet.edu". There is a link "See NetID format examples" next to the NetID field. Below the password field, there is a disclaimer: "This resource is solely for use by authorized users. Authorized users must comply with CCC IT Policies." and a link "Forgot your password?". At the bottom right, there is a red "LOG IN" button.

5. You'll need to select a security question and answer. The security question allows you to reset your password in case you forget it.
  - a. Click the arrow to see the list of questions.
  - b. Click on your selection.
  - c. Type in your answer. Be careful! If you need to use this, you will need to answer the question exactly as you type it in here. For example, “Stephen King” is not the same as “king.”
  - d. Click “Submit.”

The image shows the Security Question form. It has a title "Security Question" and a red border. The form contains the following text: "\*\*\* IMPORTANT \*\*\*", "Select a Security Question and Answer carefully.", "Please be sure to REMEMBER your Answer!", and "You will need it if you ever forget your NetID password." Below this, there is a "Select Question:" label and a dropdown menu with the text "Who is your favorite author?". There is also an "Answer:" label and a text input field. At the bottom, there is a "Submit" button.

## MyCommNet Home

Manchester Community College  
myCommNet

Home Community / Home

My Sites Demo Student Sign Out

### Personal Announcements

Announcements All

**Subject**

- Follow the #wellnessatmcc hashtag on Instagram....
- MXCC - 2019 Clery Report - Mandatory Reporting of Campus Crime Statistics

Show Hidden

### Access Degree Works

Section Title



### Access Your BlackBoard Cours...

**Blackboard**

- Course syllabi, lectures, homework, etc.
- Bb opens in a new tab or window
- Close myCommNet window to avoid time-out messages
- Click Support & Training tab for Bb resources.

Blackboard FAQs



### Access Banner Self-Service

**Banner Student & Faculty Self-Service**

- Course registration, add/drop classes
- Degree requirements
- Transcripts
- Accounts/billing
- Financial aid
- Course evaluation, and more!
- FACULTY: Enter grades, check course rosters, etc.

Banner Student & Faculty Self-Service FAQs



### CRT/CR/NCE Grading Option f...

CRT/CR/NCE Grading Option for Winter Session 2020 Courses. Available between 1/25/2021 and 2/8/2021.

Click here to access the CRT/CR/NCE Grading Option page.

### Access College Email

Click here to launch Outlook Web Access

### Voter Registration

Register online to vote through the Connecticut Secretary of State



### myCommNet Alert System

The myCommNet Alert System is used to send out:

- Emergency Notifications regarding Active Shooter and other situations on our College Campus.
- Weather Related Notifications regarding College Closings.

Click the link to keep your Contact Information up-to-date.



### Textbook Search

**Manchester CC Textbook Search**

Search Manchester's Bookstore for textbooks and other materials required or recommended for your courses.



**Middlesex CC Textbook Search**

Search Middlesex's Bookstore for textbooks and other materials required or recommended for your courses.



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SMALL CHAT BOX

## Student Self-Service

- Register for classes
- Add and drop classes
- Check on your Financial Aid
- Check your academic progress
- View your account
- Make payments
- Access your final grades
- Get transcripts

## Blackboard

- the online course platform  
(More on the next page)

## Student Email

- Check your college email
- Download Office 365 for free

## Access Banner Self-Service

### Banner Student & Faculty Self-Service:

- Course registration, add/drop classes
- Degree requirements
- Transcripts
- Accounts/billing
- Financial aid
- Course evaluation, and more!
- FACULTY: Enter grades, check course rosters, etc.



[Banner Student & Faculty Self-Service FAQs](#)

## Access Your BlackBoard Cours...

### Blackboard

- Course syllabi, lectures, homework, etc.
- Bb opens in a new tab or window
- Close myCommNet window to avoid time-out messages
- Click **Support & Training** tab for Bb resources.



[Blackboard FAQs](#)

## Access College Email

[Click here to launch Outlook Web Access](#)

## Blackboard

- Blackboard is course management system that is used for online or hybrid (partially online) classes. Every MCC course (on-ground and online) has a Blackboard section.
- Even if you are not taking an online course most instructors will upload your syllabi or supplemental materials (PowerPoints, .PDF articles, extend class discussion grades, etc.) to your course section.
- You may access Blackboard anytime, anywhere through the Internet.

To access Blackboard, click the module link in the myCommNet homepage:



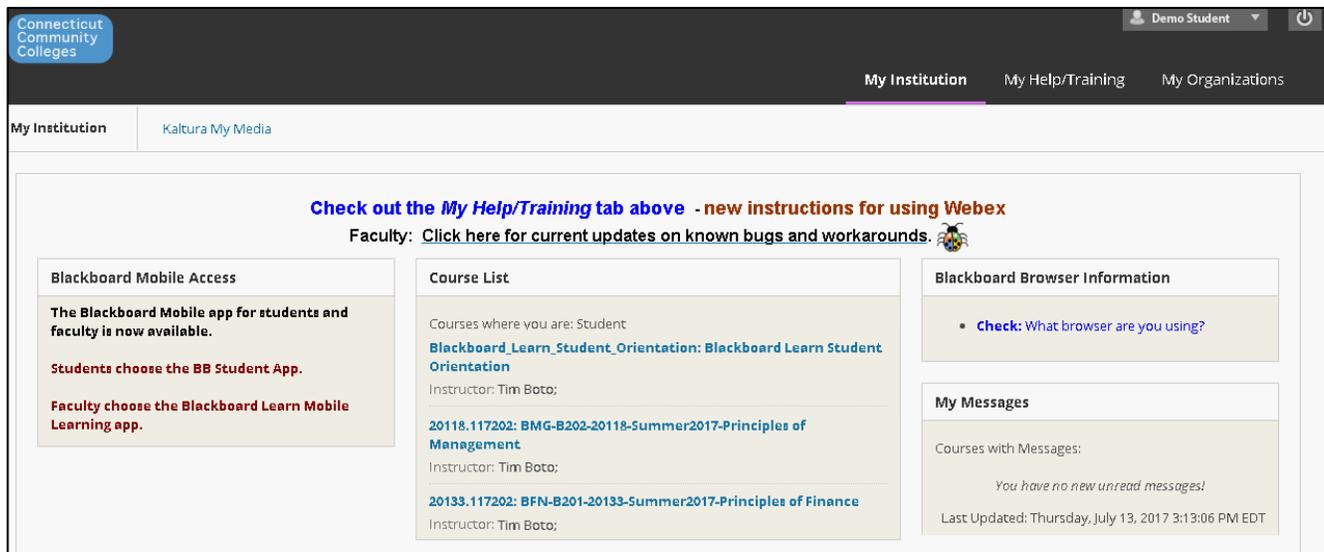
Access Your BlackBoard Cours...

**Blackboard** ←

- Course syllabi, lectures, homework, etc.
- Bb opens in a new tab or window
- Close myCommNet window to avoid time-out messages
- Click **Support & Training** tab for Bb resources.

[Blackboard FAQs](#)

## My Blackboard page



Connecticut Community Colleges

Demo Student

My Institution My Help/Training My Organizations

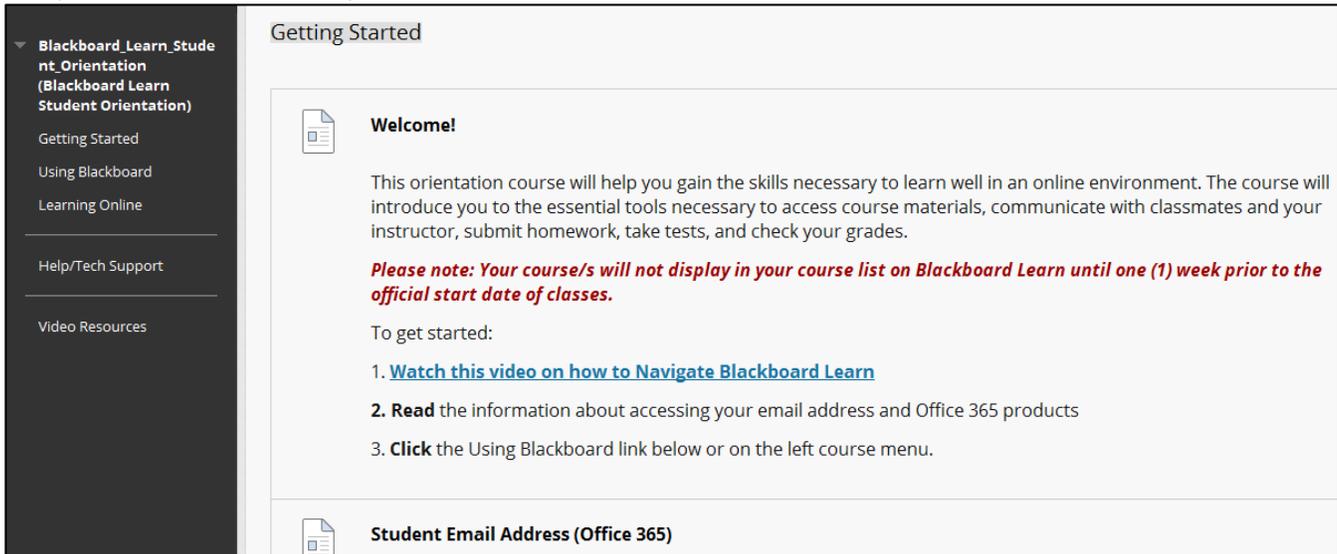
My Institution Kaltura My Media

**Check out the [My Help/Training](#) tab above - new instructions for using Webex**  
Faculty: [Click here for current updates on known bugs and workarounds.](#)

<b>Blackboard Mobile Access</b> The Blackboard Mobile app for students and faculty is now available. Students choose the BB Student App. Faculty choose the Blackboard Learn Mobile Learning app.	<b>Course List</b> Courses where you are: Student <a href="#">Blackboard_Learn_Student_Orientation: Blackboard Learn Student Orientation</a> Instructor: Tim Boto; <a href="#">20118.117202: BMG-B202-20118-Summer2017-Principles of Management</a> Instructor: Tim Boto; <a href="#">20133.117202: BFN-B201-20133-Summer2017-Principles of Finance</a> Instructor: Tim Boto;	<b>Blackboard Browser Information</b> <ul style="list-style-type: none"><li>• <a href="#">Check: What browser are you using?</a></li></ul>
		<b>My Messages</b> Courses with Messages: <i>You have no new unread messages!</i> Last Updated: Thursday, July 13, 2017 3:13:06 PM EDT

Here you will see a list of all of your courses. To access your course, simply click on its link.

Every student is automatically enrolled in the **Blackboard Orientation** course.



The screenshot shows a Blackboard course interface. On the left is a dark navigation menu with the following items: 'Blackboard\_Learn\_Student\_Orientation (Blackboard Learn Student Orientation)', 'Getting Started', 'Using Blackboard', 'Learning Online', 'Help/Tech Support', and 'Video Resources'. The main content area is titled 'Getting Started' and contains a 'Welcome!' section with a document icon. The text in this section explains the purpose of the orientation course and includes a red 'Please note' warning that courses will not display in the course list until one week prior to the official start date. It also provides a list of steps to get started, including watching a video, reading information about email and Office 365, and clicking the 'Using Blackboard' link. Below the 'Welcome!' section is another section titled 'Student Email Address (Office 365)' with a document icon.

This orientation course will provide information regarding:

- How to navigate Blackboard
- Help & Technology Support
- Free Online Tutoring
- Login Information & Reset
- Other Services & Resources
- Online Library Resources & Tools

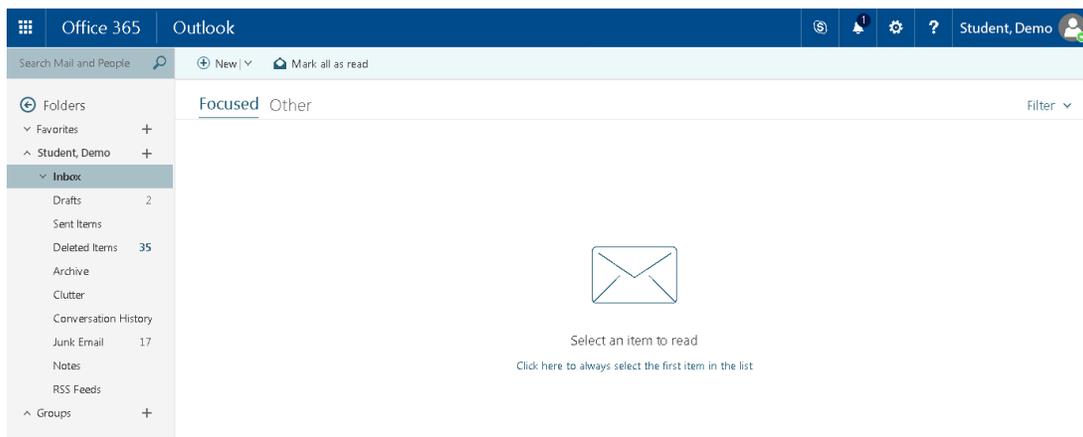
More information on Blackboard can be found on the Educational Technology and Distance Learning webpage: <https://www.manchestercc.edu/online-learning/educational-technology-and-distance-learning/students/using-blackboard/>

## Student Email

The Connecticut State Colleges and Universities (CSCU) student email accounts are the ONLY email by which the college and your instructors will communicate with you. You can expect to receive official college communications that pertain to all students, as well as individual communication from administrative and academic offices, faculty and staff.

To find out additional information and how to access your Student Office 365 Email Account please visit:

[http://cscu.edusupportcenter.com/sims/helpcenter/common/layout/SelfhelpArticleView.seam?inst\\_name=cscu&article\\_id=1912-1463713](http://cscu.edusupportcenter.com/sims/helpcenter/common/layout/SelfhelpArticleView.seam?inst_name=cscu&article_id=1912-1463713)



You can download the latest version of Office and see other online applications.

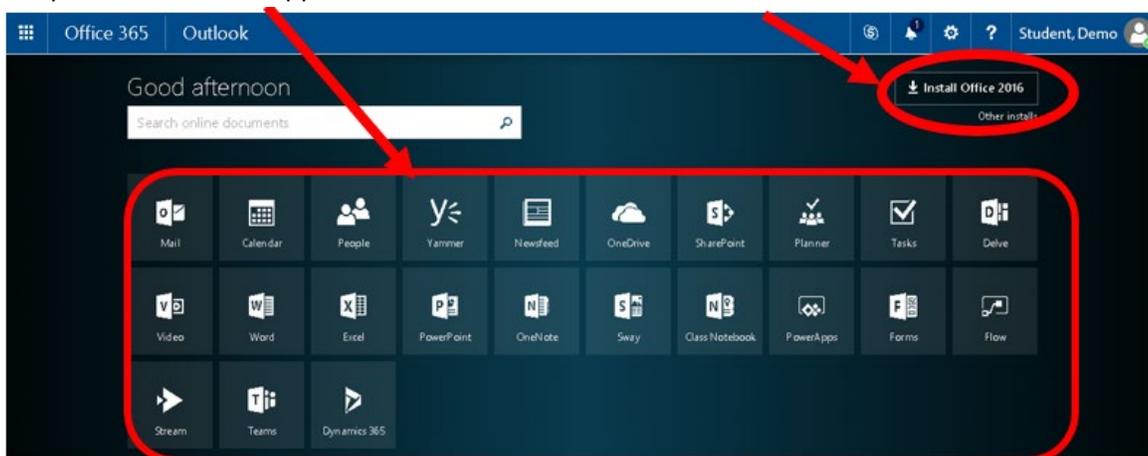
Click on Office 365 in the upper left corner.



You will be brought to the following window:

Where you can

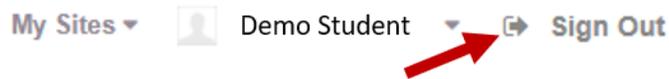
- explore other online applications
- install the recent version of Office



## Remember to LOGOUT

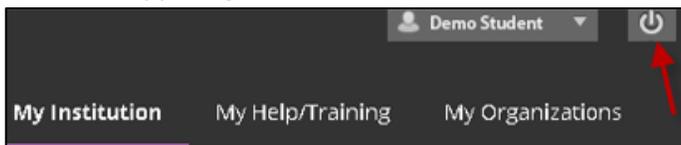
In order to safeguard your personal information, when using public/campus computers always remember to completely log out. Just closing the browser window does not log you out of a computer and someone could potentially access your Blackboard courses, grades, registration and payment information, etc.

When you're done with Blackboard or myCommNet, please click the LOGOUT buttons located in the upper right-hand corner of both homepages.

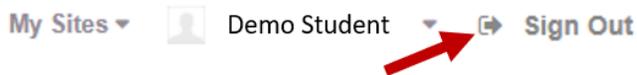


Make sure you log out of:

- Blackboard  
(near the upper right-hand corner)

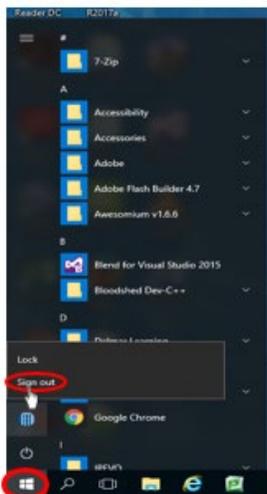


- myCommNet  
(near the upper right-hand corner)



- MCC computers where you have used your NetID. This is especially important on campus computers.
  - **Windows 10**

From the Start menu, click the MCC logo then choose the "Sign out" option.



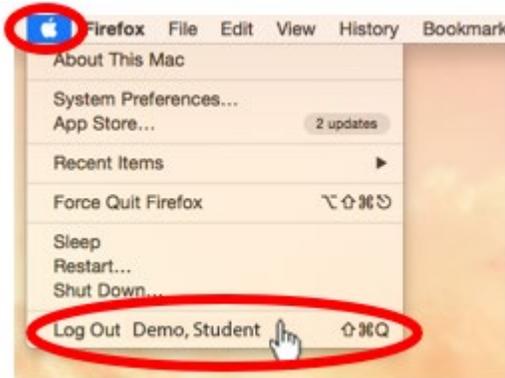
## ○ Windows 7

From the Start menu, choose “Log Off” or “Restart”.



## ○ Mac

From the Apple logo on the upper left choose Log Out.



## Computer Resources

Computers are available for your use at:

Library - 1st floor of the LRC

For current hours, please visit <https://www.manchestercc.edu/library>

Open Computer Labs 2nd floor of the LRC B206 PCs & B207 Macs

For current hours, please visit <https://www.manchestercc.edu/current-students/resources/open-computer-labs/#Locations>

You will need your NetID and password to log into PCs at both locations.

## Wi-Fi Locations

Places to go wireless

- Raymond F. Damato Library (including the Fireside Commons)
- LRC A-142
- LRC A-108
- SBM Charitable Foundation Auditorium
- SBM Charitable Foundation Building Tower Café
- SSC Cougar Café and Cafeteria
- SSC Lobby and Atrium
- SSC second-floor above lobby



Students: use your NetID username and password to connect to the network

For more information on wireless access, please visit:

<https://www.manchestercc.edu/offices/administrative-affairs/information-technology/wireless-internet-info/>

## Printers at MCC

When MCC adopted the Pay-for-Print system in February 2008, our paper use dropped about 85%, helping MCC become a more environmentally responsible campus.

### Copying and Printing cost:

**Black & White:** \$0.08 per page.

**Color:** \$0.25 per page. (**Library**)

**Scanning:** \$0.02 per page



Kiosks are located in:

- Library
- Academic Support Center

Locations of Printers:

- Library
- Academic Support Center
- Open Computer Lab

Adding Money to your account

Logon to your student print account.

- Your Username is the 8-digit NetID Number
- Your Password is the MyCommNet Password

Put money on your account at the CCP Kiosk next to the printers.

The kiosk will accept:

- Coins (NO pennies!)
- Cash

The kiosk **does not** accept cards and kiosk **does not** make change.

Each time you print, copy, or scan the cost is deducted from the funds you deposited into the kiosk.



To Copy or Scan:

- Make sure you have **enough funds in your account** before you begin scanning or making copies.
- Go to and logon to the printers using your 8-digit student NetID number and myCommNet password.
- To **copy** tap the "COPY" tab on the main screen.
- To **scan to USB** insert your USB and tap the USB icon that appears on the screen.
- Verify that you have enough money on your account.
- Place the document on the screen tap the green "Scan It" button.
- Place next page on the screen then tap "Scan the next page"
- When done tap "Finish Job"
- Pages may also be placed PRINT SIDE UP on the document feeder located on the top of the printer.

The printer **will not keep scanned pages** in memory if you do not have enough funds to print or save your job.

To Print:

- From the PC you are using, send your print job to the printer in the usual way – Click "File" and then "Print". If you want to print only some of the pages, choose the page numbers in the Print dialog box.
- Go to and logon to the printers using your 8-digit student NetID number and myCommNet password.
- You need to know your document name or the website URL so you can find it on the list. It is also a good idea to make note of what time you are sending print jobs to the printer, since the list displays the time that each print job that was sent to the print manager.
- **Be certain of your selection(s)!** You are responsible for any selections you make by mistake!

**Print jobs are held for 24 hours** in the queue. After 24 hours print jobs are automatically deleted from the queue.

## Technical Support

### Resetting your password

If you forget your password or just want to change it, you can reset it yourself by going to the following website:

<http://supportcenter.ct.edu/netid/pswdmenu.asp>

You'll need:

- Your birth date
- The last 4 digits of your Social Security Number
- Your NetID
- The answer to the security question
  - like your password, the answer to your security question is case-sensitive!

If that does not solve the issue, call or visit the Help Desk at 512-3456 or the Registrar at 512-3220. Be sure to bring a picture ID.

### Blackboard

Note that not all browsers are compatible with Blackboard.

Click on the Support icon on myCommNet

There's lots of information and support to be found on the Connecticut Community Colleges Online Help Desk, and this is the place to find the latest information on browser and Java issues. Go to

<https://cscu.edusupportcenter.com/>.

If you still need help, please contact the ETDL Department at (860) 512-2857 or [sandbox@mcc.comnet.edu](mailto:sandbox@mcc.comnet.edu).

Evenings and weekends, access the Connecticut Community College Online Help Desk at (866) 723-0221 or at <https://cscu.edusupportcenter.com/>.

## Online Tutoring

In addition to on-ground tutoring available in the Academic Support Center, online tutoring is available free to all MCC students through **eTutoring.org**. (This service is *not* accessed through myCommNet.)



Through eTutoring, students can:

- Ask questions asynchronously (submit a question and get a reply later, like e-mail)
- Chat synchronously with a tutor
- Have a tutor review and comment on your writing

Subjects covered include:

- Writing (all subjects)
- Math (developmental through Calculus, including Statistics)
- Chemistry
- Research Methods and Information Literacy
- Accounting
- Biology (including Anatomy and Physiology)
- Spanish

For detailed instructions on creating your account, please see:

<https://www.manchestercc.edu/students/resources/pdf/eTutoring.pdf>

For more information, visit [www.etutoring.org](http://www.etutoring.org) or call the Academic Support Center at 860-512-2610.

## The Educational Technology and Distance Learning Department

For more information about the Educational Technology and Distance Learning Department, visit

<https://www.manchestercc.edu/online-learning/educational-technology-and-distance-learning/>