

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

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

To log into **myCommNet**, go to my.commmnet.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.commmnet.edu
For faculty and staff: 12345678@mcc.commmnet.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 <http://supportcenter.ct.edu/netid/> 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:
 - Upper case letters (A-Z)
 - Lower case letters (a-z)
 - Digits (0-9)
 - Special characters (e.g. !@#\$%^)
- Not 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 the **Bb** icon in the upper right hand corner

For more information go to: <http://www.manchestercc.edu/online-learning/educational-technology-and-distance-learning/students/>

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 <https://www.manchestercc.edu/offices/administrative-affairs/information-technology/student-email/> for information about account set up and access.

Online Technical Assistance

Is available at <http://cscu.edusupportcenter.com> or click the "Support" tab located inside myCommNet.

eTutoring

Online tutoring is available. Visit:

<http://www.manchestercc.edu/current-students/resources/academic-support-center/academic-tutoring/> 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:

<http://www.manchestercc.edu/current-students/resources/open-computer-labs/#Hours>

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

Library	
Mon - Tues	8 am to 9 pm
Wed - Thurs	8 am to 8 pm
Fri	8 am to 3 pm
Sat	10 am to 2pm
Sun	Closed

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

Holiday closings will be announced separately.

MCC Contacts:

Academic Support Center	860-512-2610
Registrar's Office	860-512-3220
ETDL Department	860-512-2852
Help-Desk	860-512-3456
Library	860-512-2880
Open Computer Labs	860-512-2859