If you have a problem with your browser, computer settings or Vista tools, contact the Technical Help Desk at 860-215-9049.

**Find Your Advisor**
- Log in to http://my.commnet.edu
- Click on Banner Student & Faculty Self-Service
- Click on “Student Records”
- Click on “Advisor and Major”

**Blackboard**
- Log in to http://my.commnet.edu
- Click on Blackboard
- Enter your 8 digit NetID & password
- Click login

**Course Schedule and Seat Availability**
Go to www.trcc.commnet.edu
Scroll down and click “Course Schedules”

**Term:** **Select Term**
**College:** **Select** Three Rivers CC
**Select choice:**
( ) Open ( ) Closed ( ) Both
- Select course level:
  ( ) Credit ( ) Non-credit ( ) Both
**Instruction type:** Select ALL
**Days or Times:** Search provides more options without selecting days or times (do not select)
**Select a Subject:** All or choose one
- Select “Get Courses”
Note: The column heading “Rem” indicates the number of seats remaining

**Textbook Information**
Follow instructions above for course schedule and seat availability
- Click on Textbook Info for course of choice
- View Information
- Scroll down and click Check Availability

**View Holds**
- Log in to http://my.commnet.edu
- Click on Banner Student & Faculty Self-Service
- Click on “Registration/Schedule”
- Click on “Items The May Prevent Registration”
  Check Holds, Academic Standing, Placement Score, Recommendations, Major

**Financial Aid**
- Log in to http://my.commnet.edu
- Click on Banner Student & Faculty Self-Service
- Click on “Financial Aid”
- Select and click your choice of Financial Aid information to view

**Email**
**CCC Student Email/Office 365**
- Access student email at http://portal.microsoftonline.com
- Log into Office 365 using your Three Rivers NetID/user name and password

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TRCC Registrar’s Office
574 New London Turnpike • Norwich, CT 06360
www.trcc.commnet.edu
860.215.9064 • fax 860.215.9919
registrar@threerivers.edu
Look Up Your NetID
- Go to www.commnet.edu/NetID
- Click on “Look up NetID”
- Enter personal identification information,
- Click to Search

Reset Your NetID Password
- Go to www.commnet.edu/NetID
- Click on “Reset Forgotten NetID Password”

Select one:
Reset Password via Email
- Enter your NetID and Click to Proceed
- Follow instructions to complete reset

Reset Password with Security Q&A
- Enter your NetID
- Enter your password and Click to Proceed
- Follow instruction to complete reset

Change Your Address and/or Phone
- Log in to http://my.commnet.edu
- Click on Banner Student & Faculty Self-Service
- Click on “Personal Information”
- Click on “Address and Phone Information”
- Click on “Current”
- Enter changes
- Click on “Submit”

Register Online
New and first semester students may have advising holds that need to be removed before registering. After advising, individually or in a group session, the hold will be removed.
- Log in to http://my.commnet.edu
- Click on Banner Student & Faculty Self-Service
- Click on “Registration/Schedule”
- Click on “Class Registration”
- Click on “Register for Classes”
- Click on “Select a term in drop down box”
- Click on “Add” to select at least one subject
- Click on “Course Search”
- Click on “View Sections”
- Click box for desired section
- Click on “Submit Changes”
- Click on “Please click here to pay” or exit if choosing other payment option

Enrollment Verification
- Log in to http://my.commnet.edu
- Click on Banner Student & Faculty Self-Service
- Click on “Student Records”
- Click on “Enrollment Verification Request” (you may need to turn off your pop-up blockers)
You will be directed to National Student Clearinghouse Student Self Service site
- Select “current enrollment” or
- Select “all enrollments” to include anticipated graduation date
- Click on “Obtain an enrollment certificate”
- Print your certificate

Final Grades/Transcripts/Transcript Request
- Log in to http://my.commnet.edu
- Click on Banner Student & Faculty Self-Service
- Click on “Student Records”
- Click on Transcripts (drop down arrow)
- Select choice of Transcript
- Submit and Ctrl “P” to print

View/Print Your Class Schedule
- Log in to http://my.commnet.edu
- Click on Banner Student & Faculty Self-Service
- Click on “Registration/Schedule”
- Click on “Student Schedule”
- Click on “Student Detail Schedule” for more detailed schedule
- Control “P” to print schedule

Degree Evaluations
Login to http://my.commnet.edu
- Click on Banner Student & Faculty Self-Service
- Click on “Registration/Schedule”
- Click on Student Degree Evaluations
To run an evaluation of your current program:
- Click on Generate New Degree Evaluation
- Select term
- Click generate request
To run an evaluation of a different program:
- Click on What-if Analysis
- Select the current term and click Continue
- Select a program and click Continue
- Select the major and click Submit
- Click Generate Request
- Select Detail Requirements
- Click Submit

Course Descriptions
- Go to www.trcc.commnet.edu
- Go to Academics for drop down menu
- Click on Course Description
- Select choice