Find Your Advisor

- Go to www.my.commnet.edu and click on the Student Tab
- Click in the "Student Self Service" box
- Click on "Student Records" then click "View Student Information"
- Select your school term, click "Submit"
- Scroll down to "Primary Advisor" to see your advisor's name. If no advisor information appears, try again after the third week of classes. If you still have problems, stop by the Student Services Welcome Center in Room A113 for assistance

Seat Availability and Course Schedule

- Go to http://my.commnet.edu
- Look under Other Public Resources and click on "Search for Courses"
- Term: select "(fall, spring or summer)"
- College: select "Three Rivers Community College"
- Subject: select area of interest (i.e., Biology, English, etc.)
- Title: leave blank
- Level: select "Credit"
- Instruction Type: select "All"
- Start Time, End Time and Days: leave blank
- Select "Get Courses"

NOTE: The column heading "Rem" indicates the number of seats available.

Using Blackboard

- Go to http://my.commnet.edu and login using your NetID and password
- Click on the Student Tab
- Look in the "My Courses Box"
- Click on Access Blackboard

Using *my*CommNet

If you have a problem with your browser, computer settings tools, you may contact the Technical Help Desk at

(860) 215-9049
TR-ServiceDesk@trcc.commnet.edu

⫶Three Rivers
COMMUNITY COLLEGE

Three Rivers Community College
Registrar's Office
574 New London Turnpike
Norwich, CT 06360

www.trcc.commnet.edu
(860) 215-9064
FAX: 860-215-9919
registrar@trcc.commnet.edu

⫶Three Rivers
COMMUNITY COLLEGE

Go to http://my.commnet.edu or click the mycommnet button at www.trcc.commnet.edu

1. Enter your NetID (your Banner Student ID number without the "@" followed by @student.commnet.edu. See example above Login button on the web page)
2. Enter your default password. Your default password is the first three characters of your birth month (with first letter capitalized), the "&" symbol and the last four digits of your Social Security number. Click on Login

3. You will be prompted to enter your old password. Your old password is your default password
4. Create and enter a new password
5. Click "ok" and "Submit." You will see the message: "NetID password has been reset"
6. Click on "Proceed to myCommNet" and set up your new security question
7. Select question and enter your answer, then click on Submit
8. Click on "Proceed to myCommNet"

Look Up Your NetID (Student ID)

You'll need to provide personal identification information.

- Go to www.commnet.edu/netid. Click on "Look up NetID"
- Enter personal identification information, then click to Search

Reset Your NetID Password

If you don't know the answer to your security question, you must go to the Registrar's Office to have your password reset.

If you do know the answer:

- Go to www.commnet.edu/netid and click on "Reset Forgotten Password." Enter NetID, click "Next"

Register Online

You must have earned six or more credits, attended TRCC within the last two years and have all prerequisite courses listed on your transcript.

- Go to http://my.commnet.edu and login using your NetID
- Click on the Student Tab, then click in the "Student Self Service" box to access your records
- Click on "Registration and Payment"
- Click on "Select Term" and "Submit" then click on "Register (add/drop) Classes"
- Follow instructions for registration and to make payment

Print Your Class Schedule

- Go to http://my.commnet.edu and login using your NetID, then click on the Student Tab
- Click in the "Student Self Service" box to access your records
- Click on "Registration and Payment" then click on "Student Detail Schedule"
- Select term, submit, then view/print your schedule

Enrollment Verification

- Go to http://my.commnet.edu and login using your NetID
- Click on the Student Tab
- Click in the "Student Self Service" box
- Click on "Student Records" then click on "Request for Enrollment Verification" (you may need to turn off your pop-up blockers)
- Click on "NSC Self-Service" site (direct connect to National Student Clearinghouse)
- Click on "Obtain an Enrollment Certificate"
- Print your certificate

Student Degree Evaluations

- Sign onto myCommNet
- Click Student Tab, then Student Self-Service
- Click TRCC if you have attended more than one community college

- Click Student Records then Student Degree Evaluation
- Select Current Term then Submit
- Select ("Click" here to Continue) What-if Analysis
  - Select Term (semester you began your program), then Continue
  - Select Program then Continue
  - Leave Campus as "none" then Select First Major (same as program) then Submit
  - Select Generate Request then Detail Requirements then Submit
  - Print evaluation

Final Grades/Transcripts/ Transcript Request

- Go to http://my.commnet.edu. Login using your NetID
- Click on the Student Tab then click in the "Student Self Service" box to access your records
- Click on "Student Records" and then your choice of:
  - "Final Grades", select term, submit
  - "Unofficial Transcript", select level (TRCC Credit), submit View/Print
  - "Request Official Transcript" and follow instructions