



myCommNet



**A Guide
for Students, Faculty
and Staff**

myCommNet

<http://my.commnet.edu>

Connecticut
Community
Colleges



Education That Works For a Lifetime

What's the difference between your college website and myCommNet?

Individual community college websites are public sites for information about each college's admissions, programs, services, events and news. myCommNet is a private website that allows you to access and manage all your college information that requires sign-on and authorization. myCommNet is a portal, similar to My Yahoo or My Excite, that has a personalized website where you can access your information and use customized tools.

What's the scope of myCommNet?

Via the Internet on- or off-campus, myCommNet (<http://my.commnnet.edu>) will be *the* source of information and services for students, faculty and staff of the Connecticut Community Colleges. myCommNet makes it easier to conduct college business, communicate with others in your classes, and participate in online class opportunities. It's where you can register for classes, check your academic progress, interact with classmates, and manage your college finances, all with a single sign-on. You only have to remember one user ID and one password to reach all of your college's online services.

**myCommNet will launch on
November 21, 2007.**



Benefits of myCommNet:

For Students (both credit and non-credit)

You only need to remember one user ID and one password to reach all your college's online services. With a single sign-on, you'll find:

- **MyCourses:** Check on class materials, receive class-related messages, review syllabi, interact with your classmates, and participate in online discussion forums through **WebCTVista**.
- **Student Self-Service:** Apply for admission, check on the status of your financial aid; register, add and drop classes from your current schedule; check your academic progress; view your account and make payments; and access grades and transcripts.
- **College Libraries and Online Databases:** Conduct a quick search of your college's library catalog, and tap into the online research materials and other resources that your college library has available.
- **CCC websites:** Access the individual college websites through myCommNet.
- **Customization:** Your myCommNet home page is also the source for announcements and other information you need. Each page is customizable; many of the "channels," or boxes of information, found on the myCommNet pages can be moved, deleted or resized to meet your own needs.
- **Online Tutorials:** Inside myCommNet, these tutorials demonstrate the full range of features.

For Faculty and Staff

Gain easy access to information and services you need for your work through myCommNet. For example, the portal will be an essential student advising tool, and it will also be an easy way to access administrative forms.



Quick Start Guide

- Go to: <http://my.commmnet.edu> OR click the myCommNet button on your college website's home page.
- Enter your NetID*
- Enter your password*
 - *use the same NetID and NetID password you use to sign on to college computers.*

Technical Support

Web Browsers Supported by myCommNet:		
Operating System	Vendor	Versions
Windows	Firefox	1.07, 1.5.01
	Internet Explorer	5.5 SP2, 6.0 SP2
	Netscape	7.2, 8.1
Mac OS 9	Netscape	7.0
Mac OS 10.3	Firefox	1.5.01
	Mozilla	1.7.12
	Netscape	7.2
	Safari	1.3.9
Mac OS 10.4	Firefox	1.5.0.1
	Netscape	7.2
	Safari	2.0

For help logging in to myCommNet, refer to the “Trouble Logging In?” link at <http://my.commmnet.edu>. Once logged in to myCommNet, go to “How To” tab for additional assistance.



Education That Works For a Lifetime

1. Getting Started:

➤ Go to <http://my.commmnet.edu> OR from your college website's home page click on the myCommNet button:



➤ Log in using your NetID* and password*

**Use the same NetID and password you use to sign on to college computers.*

2. For New NetID Users:

➤ Your NetID is your Banner ID (with the “@” symbol in a different position, i.e. a student with a Banner ID of @87654321, will have the following NetID: **87654321@student.commmnet.edu**)

➤ Your initial password is made up of the following personal information:

1. 1st three characters of your birth month (with first letter capitalized)
2. The “&” symbol
3. Last 4 digits of your Social Security Number

Example: a user whose birthday is in October and whose social security number ends in 6789, the initial password would be:

Oct&6789

➤ You will then be prompted to change your password.

NOTE:

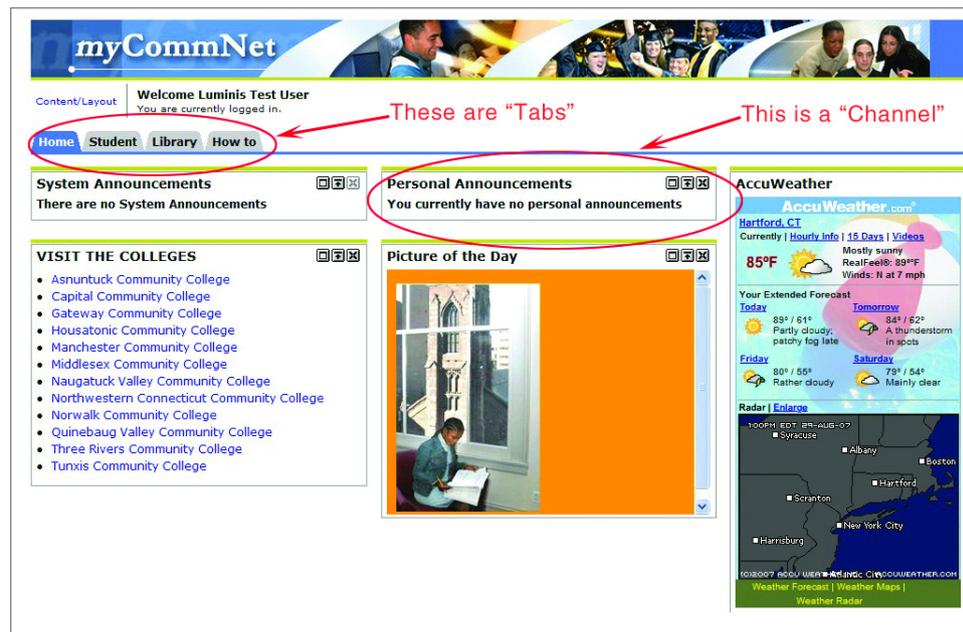
If you have trouble logging in, click the “Trouble Logging In?” link in the myCommNet Login box.

Inside myCommNet

Your myCommNet home page is the source for announcements and other information you need as a student. Each page is customizable; many of the “channels,” or boxes of information, found on the myCommNet pages can be moved, deleted or resized to meet your own needs. Online tutorials inside myCommNet demonstrate its full range of features.

Once inside myCommNet, you can access your courses through **WebCTVista**, check on your account through Student Self-Service, and conduct a quick search of your college’s library catalog from the “Library” tab which gives you access to the full range of library databases and other online resources.

Use the “How to” tab for help once you’re inside myCommNet.



Your personalized myCommNet Home Page

Customizable Student Page



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