

Computer & myCommNet “NetID” Logon Procedure: Spring 2015

“myCommNet” = <my.commnet.edu>

To log on: (General instructions followed by First-Time* & password directions.)

1. Enter your **Banner Number** (without the “@” sign in front), followed by the “@student.commnet.edu” domain, in the “**User name**” or “**NetID**” box
2. Enter your password** in the box labeled “**Password**” (see below...)
3. Click “**OK**” or press the “**Enter**” key (**Do not** choose “**Dial-Up**” if showing.)

***First-Timers** are **only** those who have **never** logged onto a **lab/classroom computer** at any Connecticut Community College campus, **or** “**myCommNet**”, since **August 2005**; or whose [**password (and security question)**] has **just** been reset by a **staff** or **IT member**.

Your First-Time Password is as Follows...

The **first 3 letters** of your **birth month**, with only the **first** letter capitalized, followed by the ampersand (“and” symbol) “&” (key in “**Shift**” + “**7**”), followed by the **last 4 digits** of your **Social Security Number**, **if** you do **not** have an **SSN**, please go to room **A115** or see any **Computer Services (IT)** member for assistance...

“**User name**” / “**NetID**” – Example: “**01234567@student.commnet.edu**”

First-Time Password – Example: “**Jan&1234**”

You will have to change your password the **first time logging on, and then every **90 days**. **Users must** set-up their **security question** by logging onto “**myCommNet**” in order to use the online password change webpage. – Follow these password rules closely:

Password requirements:

1. **Must be at least 8 characters** long.
2. **May NOT** resemble **any part** of **your name**, your **NetID/Username** or **birth date**.
3. **Must** contain **at least 1 Uppercase letter and 1 Lowercase letter**.
4. **Must** contain **at least 1 symbol** (!@#%\$%^*) **Note: Avoid numbers** and the “&” sign.
5. **May not** be a repeat/resemblance of any **previous password** since **August 2005**.

Note: If you forget your password, or get “**locked out**” after **3** or more attempts, **you can** [**change password (and unlock account)**] at any of the computer “**kiosks**” located in the **lobbies** and **hallways** of the college (or your computer at home or elsewhere) by going to:

The “[Reset your Network ID \(NetID\) password](#)” link on www.hcc.commnet.edu, or click [Forgot your password?](#) on “**myCommNet**”, or go to the [myCommNet FAQ Page](#)

Then – on the password change page, supply the requested information.

To enter Blackboard for your course(s), after logging into “**myCommNet**” resources, click on the “**Blackboard Vista**” link near the upper right corner, or under the “**Student**” tab and the category “**My Courses**”, then click on your course section and you’re in!

PLEASE PROTECT YOUR PRIVACY, AND KEEP YOUR

ACCOUNT ENABLED, REMEMBER TO LOG OFF “myCommNet”, then Windows / Mac!!

Windows XP: (Click Start – Log Off – Log Off – (No/End Now), or keys {Win Logo} – “L” – “L” – {Enter}...)

Windows 7: (Click Start – Log off) **All Machines:** (Make sure the log off completes before leaving.)

Macintosh Computers: (Click Apple Menu – Log Out ..., or key combo {Shift} + {Command} + “Q”)