

# myCommNet Quick Reference Guide

<http://my.commnet.edu>

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## To View a Course Offerings - <http://my.commnet.edu>

1. Under Other Resources (right side of screen) click [Search for Course Offerings](#)
2. Search **by term** (select the semester), **by college** (select Northwestern), and **by level** (select credit). Leave other fields as they default.
3. Click "[Get Courses](#)"

### New NetID Users

- Your NetID is your 8-digit student ID number followed by @student.commnet.edu  
Example: [12345678@student.commnet.edu](mailto:12345678@student.commnet.edu)
- Your initial password is made up of the following
  1. The 1<sup>st</sup> 3 letters of your birth month (the 1<sup>st</sup> letter is capitalized)
  2. The "&" symbol
  3. The last 4 digits of your Social Security Number**Example: Jan&6789**
- You will be prompted to change your password the first time you login.

### Password Resets

If you have trouble with your password, click on the "Reset Your Password" link on the myCommNet login page.

- If that does not work and you need further assistance, click on the "Get Support" button on the myCommNet login page and call the phone number under "Contact Us" or click on the chat link.
- Call the NCCC Helpdesk at 860-738-6367 during regular business hours.
- If you are in Green Woods Hall you can come to the Registrar's Office and complete a password reset form and show photo ID. In Founders Hall you can stop at the Information Desk for help.

### Security Questions and email

When you log in you will be prompted to answer security questions and provide an email address. ***It is recommended that you complete this step.*** If you lock yourself out of myCommNet, you will be able to reset your password using one of these methods.

## Log in

- Enter NetID and Password
  - You are now logged into the myCommNet portal. From here you can go into [Banner Self Service](#) (grades, registration, Financial Aid), [Blackboard](#) to access your classes, and [Student Email](#).

## Student Email

- Scroll down on the main page of myCommNet, you will see "Access College Email"
- Check your College Email Account regularly. All college communications will be sent to that email account only.
- You can access it on your smart phone by using the Outlook App.

## Blackboard

- Click – "Blackboard". This is where you will find your course syllabi and course content (assignments, etc)
- Course content will be available one week prior to the start of the course.

## Banner Self Service

- Click – "Banner Student & Faculty Self-Service". This is where you register for classes, add/drop, withdraw, check final grades, request a transcript, view Financial Aid, view your bill and make payments.

***Banner Self Service Details on the reverse side.***

## **Banner Self Service**

### ***After clicking Banner Self Service:***

- ***If you have ever attended more than one CT Community College, you will need to select the Community College whose records you wish to view***
- ***You will see a list of Menu Buttons with brief descriptions listed under each one. Clicking the button will reveal the menu and for some buttons a submenu.***
- ***Below is a brief description of what is available by clicking each Menu Button in Banner Self Service***

### **Student Records - Menu Button**

- Check Grades
- Check Advisor & Major
- Request Enrollment Verification
- Request Transcript

#### **Requesting an Official Transcript:**

- Click the "Transcripts" box
- Select "Request Official Transcript" - you will be routed to Parchment who produces our official transcripts. Follow through all prompts to submit the request

### **Registration / Schedule - Menu Button**

- Class Registration (Register, Add/Drop or Withdrawal from classes)
- Access Student Schedule

#### **Registering for classes:**

- Click "Class Registration" Box
- Select Term
- Enter CRN numbers in the boxes provided – click Submit
  - Review the screen after submitting to confirm that the registration was successful
- Click on the Credit Card Icons to make a payment (unless you are PACT or Financial Aid eligible).

#### **Dropping or Withdrawing from a Class:**

- Find the class you want to Drop or Withdraw from on your list of classes
- In the "Action" box next to the class, select Drop/Delete Web" or "Web Withdraw"
- Click Submit

### **Billing / Payment - Menu Button**

- My Account / Payment Information – Pay Online, Enroll in Installment Plan, Review eBill Statement, Apply for Financial Aid
- Account Summary by Term
- Tax Year Selection - Review Copy of 1098-T (Tax Form)
- Direct Deposit Enrollment

### **Personal Information - Menu Button**

- Update Email, Address and Phone Numbers
  - Click on *Address and Phone Information*
  - Check to see that the Student Mailing Address is correct.
    - If you need to update your address, click on the word "current" in blue to the left of your address, update your address information, then click *Submit*
- Update myCommNet Alert Information