

myCommNet Quick Reference Guide

<http://my.commnnet.edu>

To View a Course Schedule of Classes - <http://my.commnnet.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.commnnet.edu
Example: 12345678@student.commnnet.edu
- Your initial password is made up of the following
 1. The 1st 3 letters of your birth month (the 1st 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. Please follow the guidelines given on how to create a Strong password and set up your security questions.

Password Resets

- If you have trouble with your password, click on “Forgot Your Password” link directly below the login. If you are still have trouble you can come to the Registrar’s Office and complete a password reset form. Or you can call the Computer Center Helpdesk at 860-738-6367.
When your password is reset you will be given a randomly generated temporary password. When you log in, you will be prompted to create a unique password.


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 at night or on the weekend, you will be able to reset your password using one of these methods.

Log in

1. 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

1. Click the **Email Icon**  (on the top right of the screen) or the click in the “Access your student email box” on the main page
2. You will be prompted to login a 2nd time. Use the same credentials you used to login to mycommnet

Blackboard

1. Click – **Bb** (on the top right side of the screen) or the click in the “Access Blackboard” box on the main page. This is where you will find your list of classes for the upcoming (or current) semester.
 - Classes you have registered for will not be listed here until 1 week before the semester starts.

Banner Self Service

1. Click –  (top right side of screen) or click in the “Banner Self-Service” box on the main menu.

Banner Self Service Details on the reverse side.

Banner Self Service

After clicking **Banner Self Service icon**  or the link on mycommnet:

- **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
- eTranscripts and Paper Transcripts can be requested through mycommnet
Note: There is a 7-10 day turnaround time for Printed Official Transcripts.

Registration / Schedule - Menu Button

- Class Registration
- Access Student Schedule
- Complete a Student Degree Evaluation

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

Dropping a Class:

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

Billing / Payment - Menu Button

- Click "My Account / Payment"
 - Apply for Financial Aid
 - Enroll in an Installment Plan
 - Pay Tuition Online
- Review Account Summary
- Review Copy of 1098-T (Tax Form)

NOTE: Payment is required at the time of registration. If payment is not made, you will be dropped from your class(es).

Personal Information - Menu Button

- Update Email, Address and Phone Numbers
- Update myCommNet Alert Information