

MY.COMMNET.EDU and THE CT COMMUNITY COLLEGE STUDENT EMAIL

MY.COMMNET.EDU

My.Commnet.Edu is the online student portal through which you will be able to:

- check financial aid
- view grades, student schedule, request transcripts
- access classes via Blackboard Learn
- view college announcements
- register to receive emergency text messages via myCommNet Alert
- and more!

HOW TO LOG ONTO MY.COMMNET.EDU AND SET YOUR PASSWORD

1. Go to <http://my.commnet.edu>
2. In the **Net ID** field, enter the 8 digits of your student ID number followed by @student.commnet.edu.
For example, if your student ID number is @12345678, your NetID is 12345678@student.commnet.edu (Do not add the @ symbol in front of your NetID).
3. In the Password field, enter your initial password. The initial password is a combination of:
 - 1) The first three characters of your birth month with the first letter capitalized
 - 2) The ampersand character - &
 - 3) And the last 4 digits of your social security number

For example: If your birth date is October 29, 1979, and your social security number is 123-45-6789, your initial password is: **Oct&6789**

4. Click on the “Login” button.
5. Follow the prompts for changing your initial password and entering security information.
NOTE: During this process, you will create your new password. Please write it down and keep it in a handy location. You will be using it repeatedly. Please note that passwords expire and must be changed every 90 days.

CCC STUDENT EMAIL SYSTEM

Now that you have your NetID and Password, you can log into the student email system. The CCC Student Email System is also referred to as Office 365 (the Microsoft Online Portal).

LOGGING IN

To log-on to the **CCC Student Email System (Office 365)**:

1. Go to <http://my.commnet.edu> and sign in using your NetID and Password.



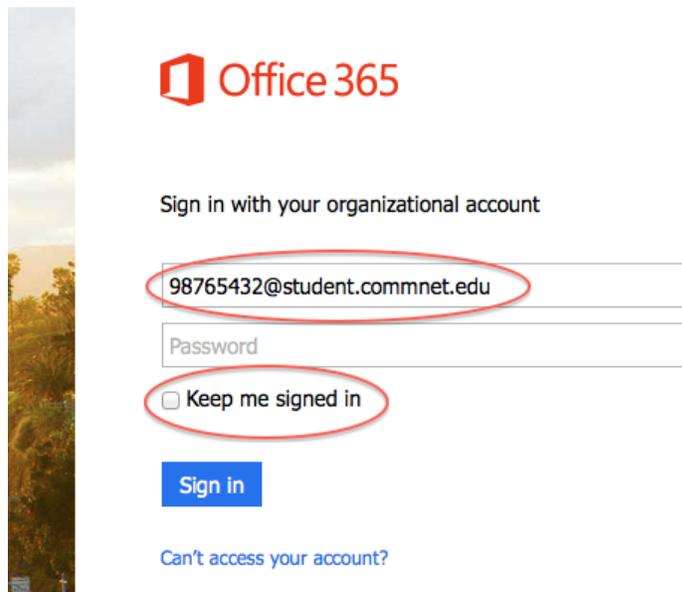
The screenshot shows the myCommNet login page. At the top, there are navigation links: My UGG Australia Sho..., Suggested Sites, Tunxis Home Page, Tunxis INTRANET, and Web Slice Gallery. The main header features the myCommNet logo and a banner image of students. Below the banner is a login form with fields for NetID and Password, a Login button, and a link to the Login FAQs. To the right of the login form, there is a message: "myCommNet is getting a Makeover! On July 6, myCommNet is being upgraded and will have a more user friendly look and feel and expanded features. Watch for continuing updates." Below this message is a "Welcome!" section with a brief description of the site's purpose.

2. Click on the "Student" tab in the upper left hand corner of the screen. Then click on "Student Email Login Page".



The screenshot shows the myCommNet Student Email Channel page. The page is titled "Student Email Channel" and displays the user's email address: [redacted]@mail.ct.edu. Below the email address, there is a message explaining that starting on October 1, 2012, the CCC will be issuing student email addresses to new students and students who have been enrolled at any of the CCC at any time since the spring 2011 semester. The page also includes links to the Student Email Login Page, Student Email FAQ Page, and College Contacts Page. A red arrow points to the "Student" tab in the navigation menu, and another red arrow points to the "Student Email Login Page" link.

- You will now see the screen below. Enter your NETID username and password (e.g., 12345678@student.comnet.edu) again. Before pressing ENTER or clicking on 'Sign In' button, make sure that, on a shared or public computer (ex.kiosk), the checkbox 'Keep me signed in' is NOT CHECKED.

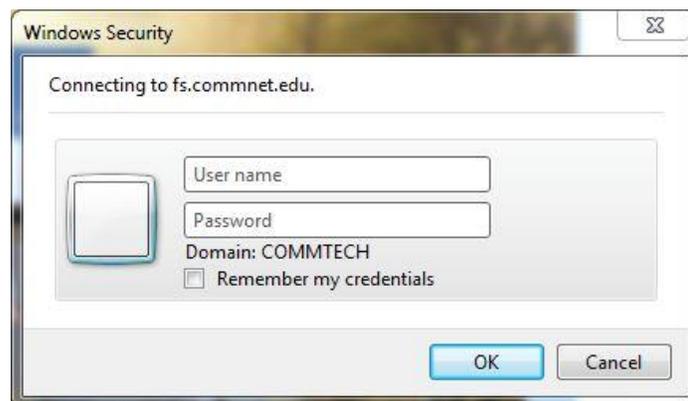


The image shows the Office 365 sign-in page. On the left is a vertical landscape photo. The Office 365 logo is at the top. Below it, the text 'Sign in with your organizational account' is centered. There are two input fields: the first contains the email address '98765432@student.comnet.edu' and is circled in red; the second is labeled 'Password'. Below the password field is a checkbox labeled 'Keep me signed in', which is also circled in red. A blue 'Sign in' button is below the checkbox. At the bottom, there is a link that says 'Can't access your account?'.

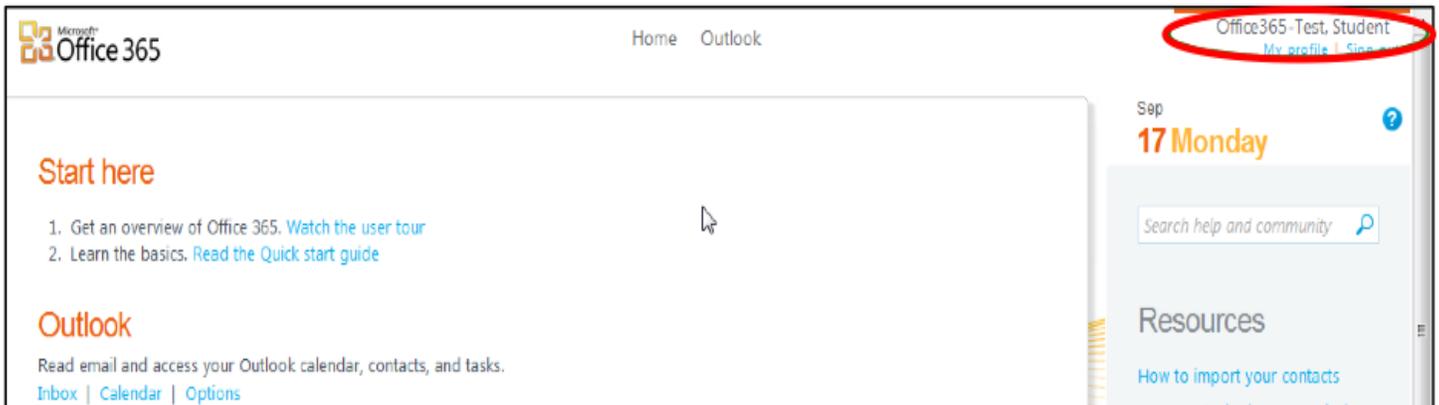
- Once you press ENTER or click on the 'Sign In' button you will be redirected to the Commnet sign-in page.



- Click the link. Depending on a combination of browser settings and whether or not you are logged on to your college's desktop, a new pop-up window may come up asking you for your credentials. If so, enter your NETID username and password again. Click OK.



6. You should now be logged in to Office 365. Your Office 365 Display Name will be visible in the upper right-hand corner (e.g., the below student's display name is Office365-Test, Student).



**If you need additional assistance or information about the CCC Student Email System visit:
<http://www.ctregents.org/365> or call the Tunxis IT Help Desk at (860) 773-1390.**