

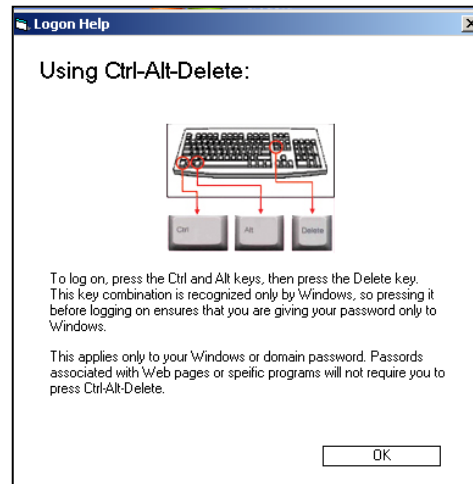
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## How to log into campus PCs

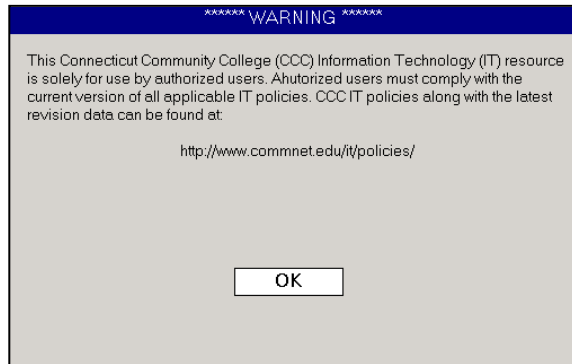
1. To get started hold down the CTRL, ALT, and Delete keys at the same time.

If you're not sure what this means, click the "Help" button.

Click the "OK" button to return from this Help window.



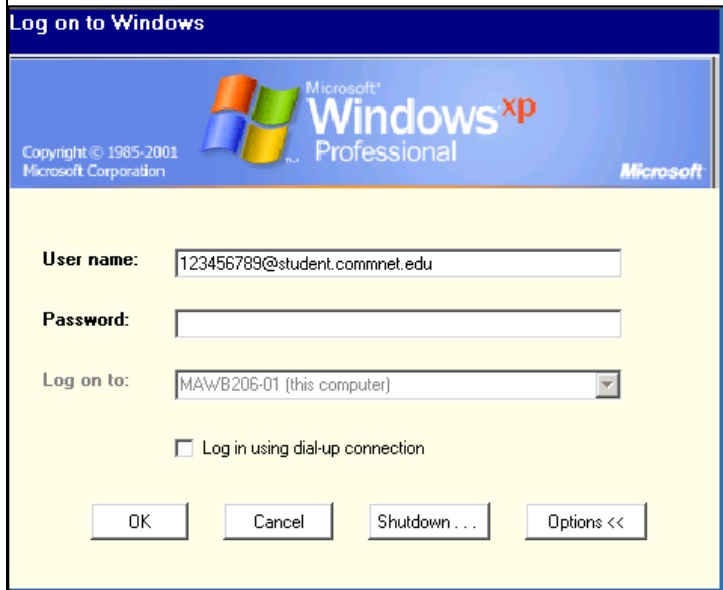
2. Click the “OK” button.



3. Enter your User name, which is your NetID.

Your **NetID** is the 8 digits of your Banner number (located on your receipts and registration forms), then “@student.commnet.edu”

example:  
12345678@student.commnet.edu



4. Enter your password.

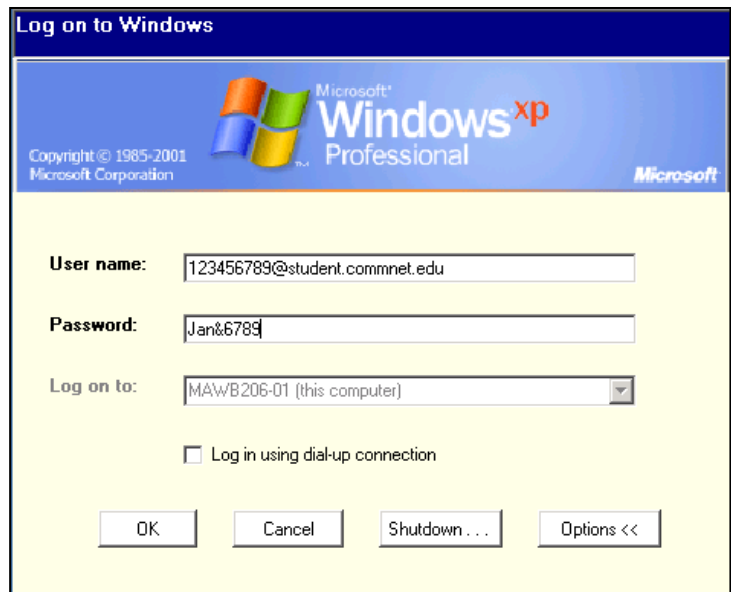
**If you’ve already changed your password, enter the new one you created and skip to myCommNet (page 4).**

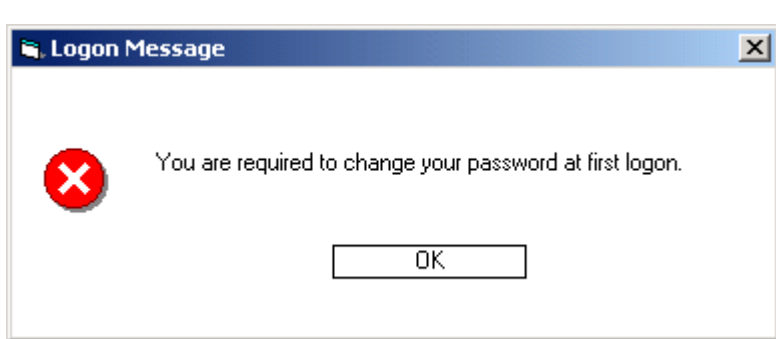
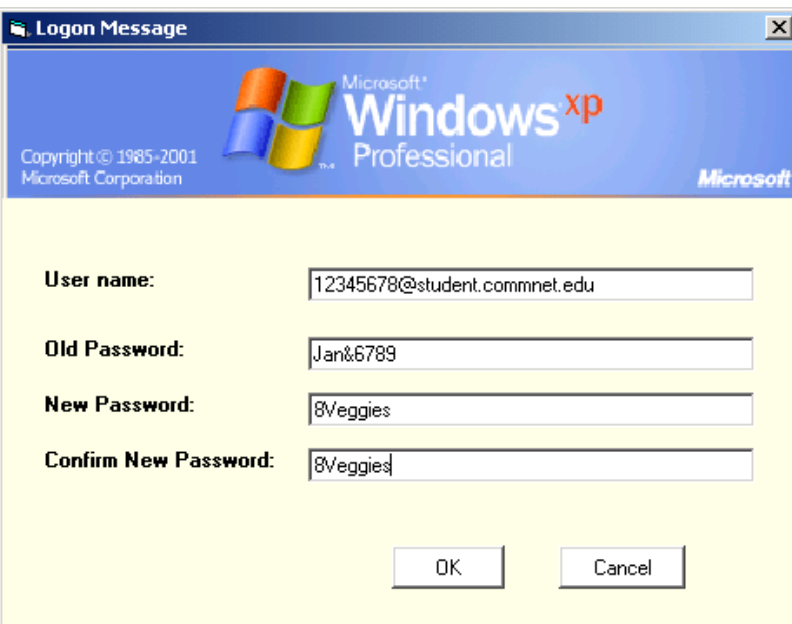
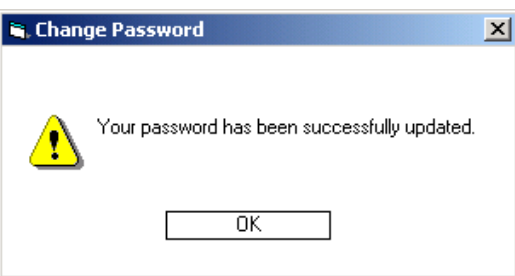
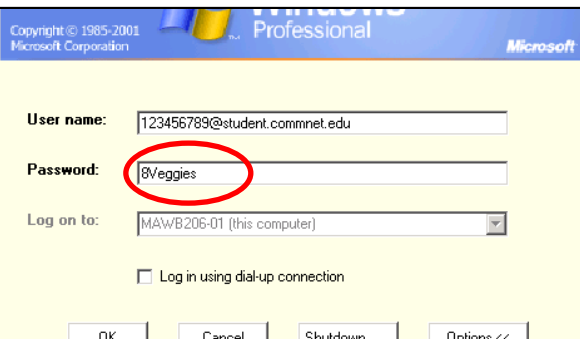
If you haven’t logged in before, use your *initial* password, which is a combination of personal information:

- First three characters of your birth month
- Ampersand (“&”)
- Last 4 digits of your Social Security #  
example: Jan&6789

(Your password will appear as a line of ‘\*’)

Click the “OK” button.



|   |  |
|---|--|
| <p>5. This looks like a warning, but it's good news. You need to create your own password.</p> <p>Click the "OK" button.</p>  |    |
| <p>6. a. Enter your initial password again.</p> <p>b. Now enter your new password. (Your password will appear as a line of '*')</p> <p>Your new password must follow these rules:</p> <ul style="list-style-type: none"> <li>• be 8 characters long</li> <li>• contain 3 of the following 4 character types: <ul style="list-style-type: none"> <li>○ Upper case letters (A-Z)</li> <li>○ Lower case letters (a-z)</li> <li>○ Digits (0-9)</li> <li>○ Special characters (!@#\$%^)</li> </ul> </li> <li>• not be the same as your previous password</li> <li>• not contain any part of your username</li> </ul> <p>c. Retype your new password to ensure that you have not made any typographical errors. When you do this, be sure to type it exactly as you did before.</p> <p>Click the "OK" button.</p> |   |
| <p>7. Success!</p> <p>Click the "OK" button.</p>  |  |
| <p>8. Next time you log in, use your <i>new</i> password, which will appear as a line of '*' as you type.</p>   |  |

## myCommNet

Ok, so now you're logged into the campus network.

The next step is to log into **myCommNet**, the portal for the Community College System. myCommNet is a source of information for all Connecticut Community College students, and provides access to a broad array of personal and academic services, such as accessing Blackboard Vista and seeing your final grades.

1. Open a browser. We recommend Mozilla Firefox.
2. Click on the myCommNet icon near the bottom of the MCC homepage at [www.mcc.commnet.edu](http://www.mcc.commnet.edu)

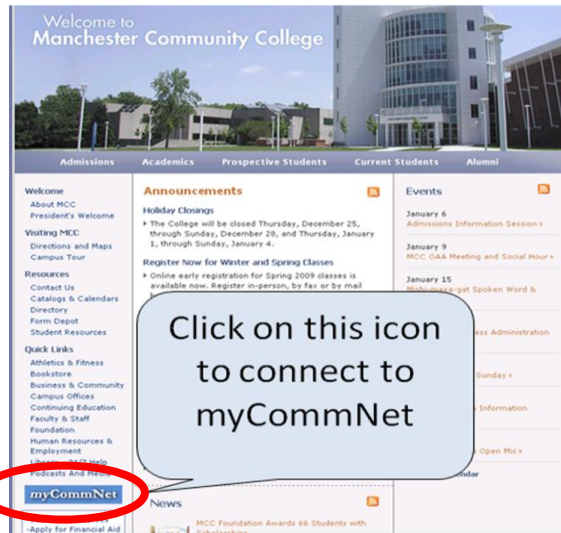
or go there directly with this URL:

<http://my.commnet.edu>

(note that there's no "www")

You should bookmark this url

(<http://my.commnet.edu>) on your home computer so that you can access the portal even if the MCC website is down.



3. Enter your NetID here, just as you did when you logged into the campus PC.

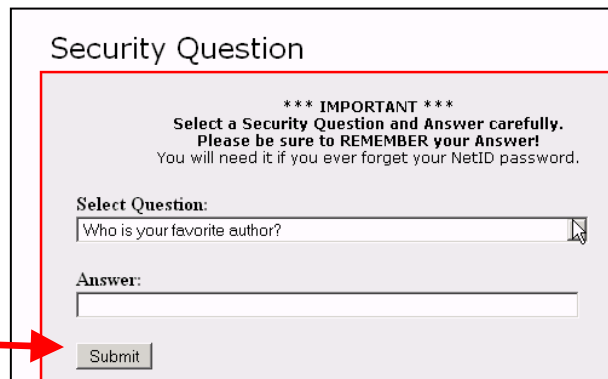
4. Enter your password here. (Not the initial password, but the new one you created.)

5. Click the "Login" button.

6. You'll need to select a security question and answer. The security question allows you to reset your password in case you forget it.



- a. Click the arrow to see the list of questions.
- b. Click on your selection.
- c. Type in your answer. Be careful! If you need to use this, you'll need to answer the question *exactly* as you type it in here. For example, "Stephen King" is not the same as "king."
- d. Click "Submit."



## The myCommNet Homepage

These **tabs** allow you to access different myCommNet functions.

This is a **channel**. You can customize these to make myCommNet more useful.

Need help? Click the **“Support”** icon.



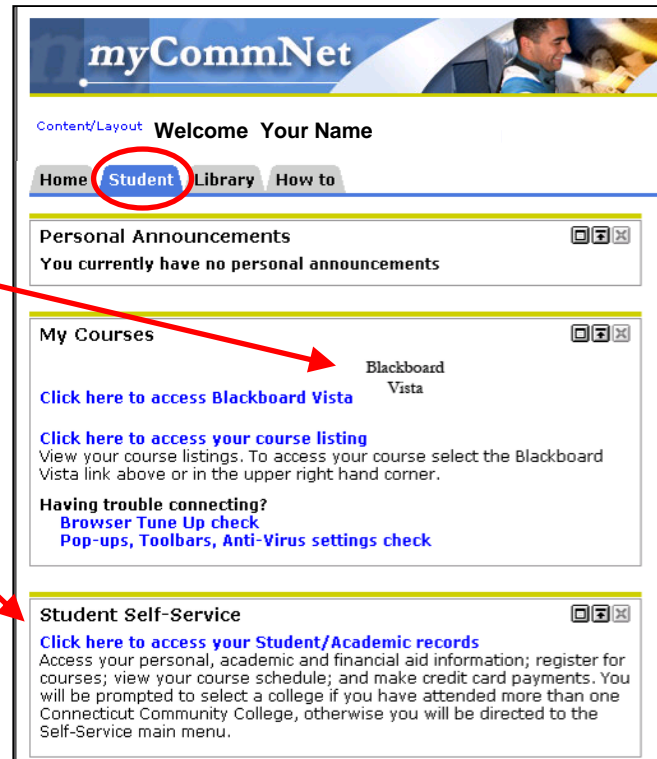
The **“Student”** tab gives you access to the functions of myCommNet that you’ll probably use the most:

### Blackboard Vista

the online course platform  
(more about this on the next page)

### Student Self-Service

- Register for classes
- Add and drop classes
- Check on your Financial Aid
- Check your academic progress
- View your account
- Make payments
- Access your final grades
- Get transcripts





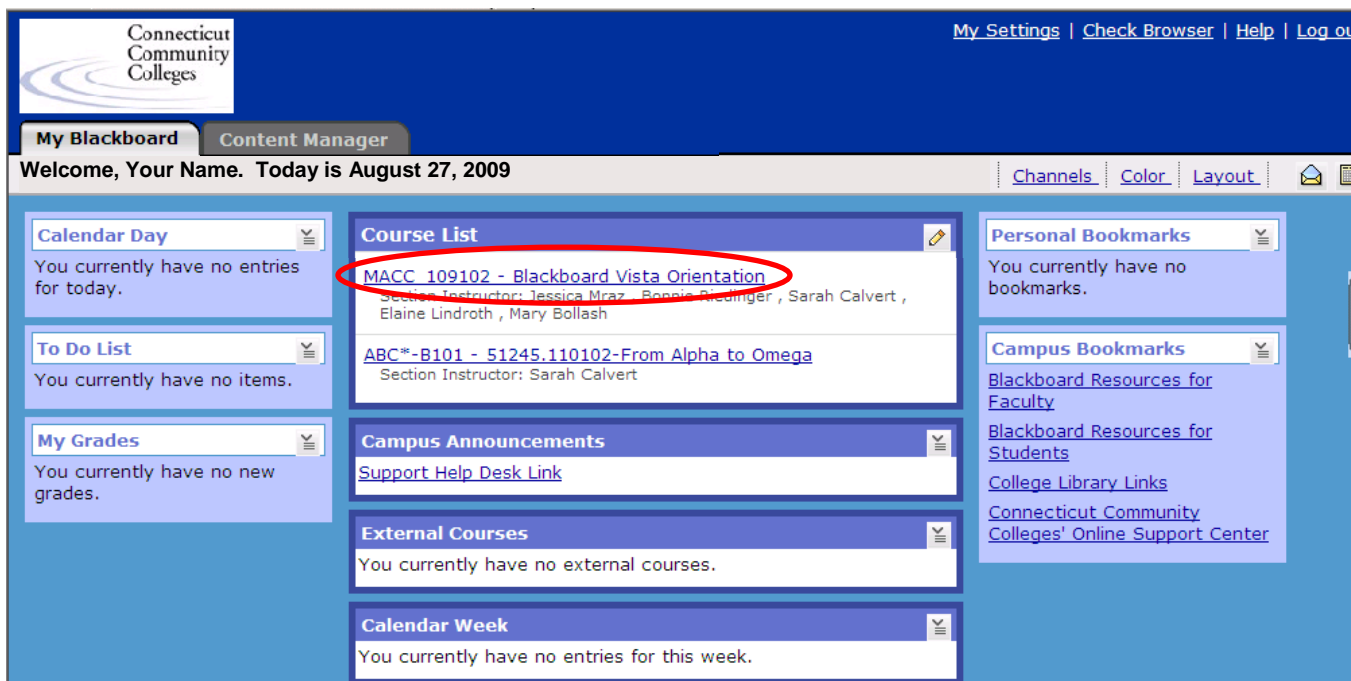
## Blackboard Vista

- **Blackboard Vista** is an online course management system that is used for online or hybrid (partially online) classes.
- Every MCC course (on-ground as well as online) has a Blackboard Vista section.
- On-ground courses may use Blackboard Vista to distribute grades, syllabi, quizzes, and course materials and to extend class discussions.
- You may access Blackboard Vista anytime, anywhere through the Internet.

To access Blackboard Vista, click the link at the top right-hand corner of the myCommNet homepage:



## The My Blackboard page



Here you'll see a list of your courses. To access your course, simply click on its link.

Note the **Blackboard Vista Orientation** course site.

This course site will provide information about:

- Blackboard Help
- Online Library Resources & Tools
- Login Information & Reset
- Free Online Tutoring
- Other Services & Resources



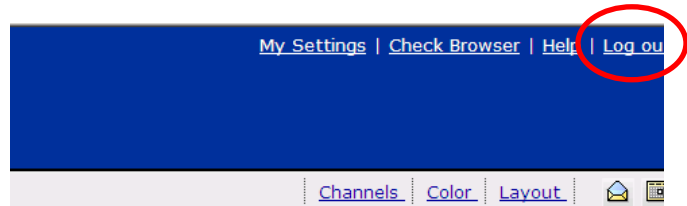
## Remember to LOG OUT

Just closing the browser window does not log you out, and not logging out completely can slow down the entire system for everyone.

When you're done with Blackboard Vista or myCommNet, please click the **LOG OUT** buttons located in the upper right-hand corner of both homepages.

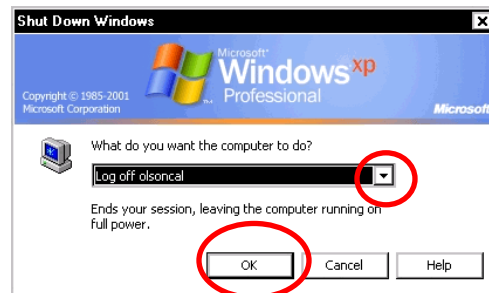
Make sure you log out of:

- Blackboard Vista  
(in the upper right-hand corner)
- myCommNet  
(near the upper right-hand corner)



- MCC computers where you have used your NetID. This is especially important on campus computers.

From the drop-down menu, choose "Log Off" or "Restart" then click "OK."



## Technical Support

### Resetting your password

If you forget your password or just want to change it, you can reset it yourself by going to the following website:

<https://www.commnet.edu/netid/password.aspx>

You'll need:

- your birth date
- the last 4 digits of your Social Security Number
- your NetID
- the answer to the security question
  - like your password, the answer to your security question is case-sensitive!

If that does not solve the issue, call or visit the Help Desk at 512-3456 or L or the Registrar at 512-3220. **Be sure to bring a picture ID.**



### Blackboard Vista

**Note that not all browsers are compatible with Blackboard Vista.**



Click on the Support icon on myCommNet

There's lots of information and support to be found on the **Student Troubleshooting Wiki**, and this is the place to find the latest information on browser and Java issues.

Go to <http://ct-cc-blackboard-vista-student-troubleshooting.pbwiki.com/FrontPage>

You can also access this page by clicking the support icon; choose "Frequently Asked Questions," then "Students."

| Browse topics by Issues: |   |
|--------------------------|---|
| Bb Vista Alerts          | 11/19/08 <a href="#">Internet Explorer 8 is NOT Compatible</a> with Bb Vista 8.0.1  |
| Special Notes            | <a href="#">Note to Windows Vista users</a><br><a href="#">Note to users with WRT54G Version 5 router</a>   |
| Logging In/Passwords     | <a href="#">How do I log into Blackboard Vista?</a><br><a href="#">What is a NetID and what is my NetID?</a><br><a href="#">What is my initial password?</a><br><a href="#">What if I forget my password/How do I reset my password?</a><br><a href="#">Who can I contact if I need help with logging in?</a> |
| Browser Checks           | See the right-hand Sidebar of this wiki page for Browser Check info.  |
| Browser/Java             | <a href="#">What are the browser requirements for using Bb Vista?</a>   |

If you still need help, please contact the ETDL Department at (860) 512-2857 or [sandbox@mcc.commnet.edu](mailto:sandbox@mcc.commnet.edu). Evenings and weekends, access the Connecticut Community College System help line at (866) 940-1928 or at <http://www.commnet.edu/portal/help/>



## Computer Resources

**Computers** are available for your use at:

**Library** 512-2880

1<sup>st</sup> floor of the LRC

For current hours, please visit <http://www.mcc.commnet.edu/students/library/lookHours.php>

**Open Computer Labs** 512-2859

2<sup>nd</sup> floor of the LRC

B206 has PCs

B207 has MACs

For current hours, please visit <http://www.mcc.commnet.edu/students/resources/computer.php>

You will need your NetID to log into PCs at both locations.

### Places to go wireless

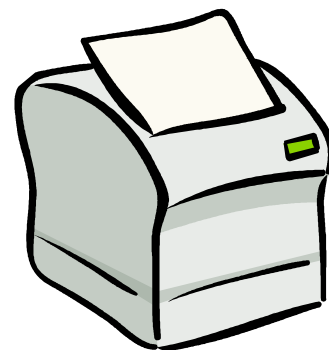
- AST Atrium (upstairs/downstairs lobby)
- Library
- LRC Main Hallway (upstairs/downstairs)
- Lowe Lobby (upstairs/downstairs)

For more information on wireless access, please visit <http://www.mcc.commnet.edu/offices/irt/wireless.php>



## Printing at MCC

Printing costs \$.08 per page. When MCC adopted the Pay-for-Print system in February 2008, our paper use dropped about 85%, helping MCC become a more environmentally responsible campus.



### First, purchase a Venda Card:

- You will need a Venda Card to use the printers in the
  - the Library (and photocopier)
  - the Academic Support Center
  - the Open Computer Labs
- Venda Card dispensing machines can be found in the Library, the Academic Support Center, and across the hall from the Open Computer Labs.
- To purchase a Venda Card, insert a \$1.00 bill into the dispenser. **Only a \$1.00 bill will work.** You will receive a card loaded with \$.60; the card itself costs \$.40, so write your name on the back and hang onto it.

To add more value to the card, simply insert it back into the machine and put a \$1.00, \$5.00, \$10.00 bill into the machine. **Be sure to insert the card before you insert the money. The machines do not give change.** You won't be charged again for the card itself; your card will be revalued with the amount you've put into the machine. You can also revalue your card in the Library's photocopier, which accepts coins. (If you need change, you might try the Library circulation desk.)

### To print:

- From the PC you're using, send your print job to the printer in the usual way – for Microsoft Office applications, through the MS Office button in the upper left-hand corner of the window, or for browsers, click "File" and then "Print." **If you're printing a webpage, you may want to check the Print Preview** to see how many pages are in your job and to be sure that you're not going to pay for extraneous content. If you want to print only some of the pages, choose the page numbers in the Print dialog box.
- Take note of the PC name, which is printed on a label on the top of the PC. It will be something like this: **maWB206-01**. This will be your "**User ID.**" Or you may use the 8 digits of your NetID.
- You can find your document at any pay-for-print printer on campus (see list above), even if it's not in the same room or facility where you were working. Insert your Venda Card into the card reader next to the printer.
- On the PC next to the printer, enter the User ID of the PC where you were working (even if you were in a different room or facility) or the 8 digits of your NetID.
- A list will display of all the print jobs sent by people using that workstation in the past 2 hours. You must know the name of the item you want to print. For example, you need to know your document name or the website URL so you can find it on the list. It is also a good idea to make note of what time you are sending print jobs to the printer, since the list displays the time that each print job was sent to the print manager. This can be helpful if there is more than one listing of, for example, "Google.com" sent from your workstation.
- Select the job(s) you want from the list. As you select, the display on the bottom shows the number of pages selected, the cost, and the balance that will be left on your card if you go ahead and print your selections.
- You can select/unselect print jobs by clicking on them, and the display on the bottom will change accordingly.
- **Be certain of your selection(s)!** You are responsible for any selections you make by mistake!
- Print jobs sent to the print manager will stay in the queue for **2 hours**. After that, they will automatically be deleted from the system.

## More about myCommNet

### On the myCommNet homepage:

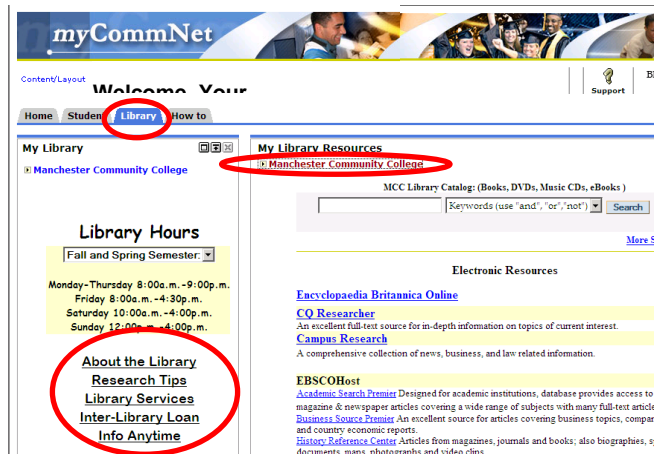
To reset your password, click on "Forgot your password?" The information here will walk you through the steps you need to take

There's lots of information and support! Click the Support icon.

Or check out the overview video.



The Library tab gives you access to many library services as well as links to library databases.



The "How to" tab contains tutorials describing the full range of myCommNet features.



## Online Tutoring



In addition to on-ground tutoring available in the Academic Support Center, online tutoring is available free to all MCC students through **eTutoring.org**. (This service is *not* accessed through myCommNet.)

Through eTutoring, students can:

- Ask questions asynchronously (submit a question and get a reply later, like e-mail)
- Chat synchronously with a tutor
- Have a tutor review and comment on your writing

Subjects covered include:

- Writing (all subjects)
- Math (developmental through Calculus, including Statistics)
- Chemistry
- Research Methods and Information Literacy
- Accounting
- Biology (including Anatomy and Physiology)
- Spanish

For detailed instructions on creating your account, please see <http://www.mcc.commnet.edu/students/resources/pdf/eTutoring.pdf>

For more information, visit [www.etutoring.org](http://www.etutoring.org) or call the Academic Support Center at 512-2610.

## The Educational Technology and Distance Learning Department

For more information about the Educational Technology and Distance Learning Department, visit [www.mcc.commnet.edu/students/resources/distance.php](http://www.mcc.commnet.edu/students/resources/distance.php)