myCommNet

http://my.commnet.edu

An Employee Guide to
What Students Need to Know

- myCommNet is a web portal that gives users the ability to access needed information with a **single sign-on**.

- WebCT Vista, Banner Online Student Self-Service will be unavailable Saturday, November 17, 2007 through Tuesday, November 20, 2007. Access to college library resources from off-campus will also be unavailable at that time.

- On November 21, 2007, access to WebCT Vista and Banner Online Student Self-Service will be accessed through myCommNet, the new system portal.

- The address for myCommNet is http://my.commnet.edu.

- Students will use their NetID and password (the ID and password used to access campus computers) to log in to myCommNet. Effective November 21, students' NetID will be active upon their acceptance. They can use their NetID to access myCommNet before registering.

- A student's NetID is composed of the following two items:
  Username: BannerID (without the "@")
  Domain: @student.commnet.edu

  Example: A student with a BannerID of @87654321, will have the following NetID:
  87654321@student.commnet.edu

- The initial password for all student NetIDs will be based on a combination of personal information (birth date and social security number). Specifically, the following three items will makeup the initial password:
  1st three characters of birth month (with first letter capitalized)
  Ampersand character - &
  Last 4 digits of Social Security Number

  So, for a user with a birth date on 10/24/79 and social security number of 123-45-6789, then the initial password would be:
  Oct&6789

  NOTE: Students will be forced to change their password the first time they log in.

- Students who have forgotten their password may use the web reset utility at: www.commnet.edu/netid/password.aspx. They will need to provide the last 4 digits of their Social Security Number, date of birth, and answer to their security question. If the web reset utility is unsuccessful, students should contact: **RECORDS K516 or IT E604.**

- There is a "Help" tab located inside myCommNet. There students will find basic portal information and navigational assistance.

- If additional myCommNet assistance is required, students may contact:
  - "My Courses"/WebCT/Vista- http://www.nvcc.commnet.edu/distlearn/
  - Banner Online Student Self-Service- **Records – Joan Arbusto 575-8091 or IT – Debbie Sabia 596-8665**
  - Library Resources- **Library 575-8024**