

# Login Information & Help

myCommNet is the name of our system portal that makes it easier to conduct college business, complete your coursework in Blackboard, check your academic progress, register for classes, and manage your college finances, all with a single sign-on. To use the portal, setup your NetId login.

## 1. Go to myCommnet and setup your login

From a web browser go to <http://my.commmnet.edu> or click the image below.



## 2. How do I log in?

To log in, use your NetID and password. This document will instruct you on the setup.

**A NetID is:** BannerID@student.commmnet.edu (ex. 87654321@student.commmnet.edu)

[If you don't know your NetID it, look it up.](#)

**Password for new students:** The initial password for all new NetIDs will be based on a combination of personal information (birth date and social security number). Specifically, the following three items will make up 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, the initial password would be: Oct&6789. NOTE: You will be forced to change your password the first time you log on. (At least 8 characters with upper case, lower case, and number OR special character).

## 3. The system isn't letting me login with my initial birthdate password.

- If this is your first time logging in, and you followed the instructions above, [visit the student HelpDesk online](#) or call them at **860-723-0221**. They can do a password reset and will give you a temporary password to use. You must change this at login and it will only work once.

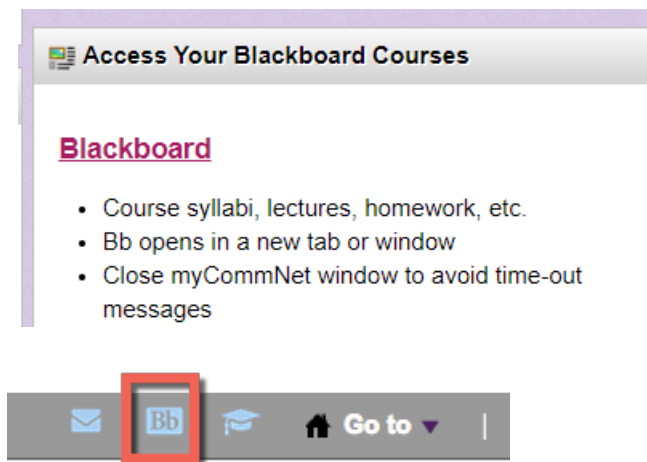
- **Go to the next question (#4) and setup the authentication method** to change your password easily in the future without needing to visit the HelpDesk or call.

#### 4. **After I setup my NetID login, how do I change my password in the future or how do I reset it myself?**

- [Setup your verification method to use the Microsoft Password Reset Tool](#). You must first change your password successfully from the initial password to set up the tool.

#### 5. **How do I find my courses in Blackboard**

- Once you are logged in, click the **Blackboard** link on the right or the icon at top.



#### 6. **What if I have a question about using Blackboard or need technical assistance?**

- You can [visit the student HelpDesk online](#) or call them at **860-723-0221**.
- Click the "Help & Tech Support" menu item in your course.