

# myCommNet Quick Reference Guide

<http://my.commnet.edu>

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## To View a Schedule of Classes - <http://my.commnet.edu>

1. Under Other Resources (right side of screen) click Search for Course Offerings
2. Search by term (select the semester), by college (select Asnuntuck), 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.commnet.edu  
Example: 12345678@student.commnet.edu
- Your initial password is made up of the following
  1. The 1<sup>st</sup> 3 letters of your birth month (the 1<sup>st</sup> 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.

## **Log in**

1. Enter NetID and Password
2. In the **Access Banner Self-Service Box** – (right side of screen), click on **Banner Student & Faculty Self Service**
3. Select - Asnuntuck Community College

***You are now at the Main Menu. This is the starting point for all of the instructions listed below.***

## **To Register for Classes**

1. Click – Registration/Schedule Tab
2. In the **Class Registration** Box Click – Register for Classes
  - Select a term and Submit.
3. Enter CRN's in boxes provided. Click "Submit Changes"  
-OR-  
Select the "Class Search" button to select courses by subject  
("Advanced Search" allows you to view and select courses by time and instructional method)
4. Make Payment
  - Click on the Credit Card logos "Click Here to Pay"
  - Fill in the Credit Card Information and payment amount

**NOTE: Payment for fees are due at the time of registration. Students who do not make arrangements to pay charges by the Business Office's deadlines may be dropped from classes.**

## **To Add/Drop a class(es)**

1. Click – Registration/Schedule Tab
2. Click – Add/Drop classes
3. Find the class you want to drop
4. In the box under "Action" select Web Drop Course – Submit Changes
5. To add classes, enter CRN in boxes provided
6. Click – Submit Changes

## **To Get Grades**

1. Click – Student Records Tab
2. Click – Grades/Registration History Box
3. Grades will display – can be printed

## **To Get an Unofficial Transcript**

1. Click – Student Records Tab
2. Click Transcripts Box
3. Click View Unofficial Transcripts
4. Select Transcript Level, Submit
5. A printable Unofficial Transcript will display

## **To Get an Official Transcript**

1. Click – Student Records Tab
2. Select either Official eTranscripts or Request Official Paper Transcripts
3. Follow the prompts and provide exact name/organization, office, and address where you want the official transcript sent

Students unable to access myCommNet may be able to create a separate account to generate transcript requests at [Asnuntuck.edu/etranscript](http://Asnuntuck.edu/etranscript) through the Parchment application.

## **To Get an Enrollment Certificate**

1. Click – Student Records Tab
2. Click – Enrollment Verification Request Box from the National Student Clearinghouse
3. Click – Obtain an Enrollment Certificate for Current Term or for All Enrollment
4. Enrollment Certificate will display - Print as needed
5. Log Out. This will log you off the National Student Clearinghouse.

## **How to find your Advisor and Major**

1. Click – Student Records Tab
2. Click – Advisor and Major Box
3. Select the current term - The name of your advisor and current major will be listed

## **Print a Class Schedule**

1. Click – Registration/Schedule Tab
2. Click – Student Schedule
3. View/Print your complete and concise course schedule

## **Updating your Mailing Address and Phone, etc.**

Use the “Banner Student & Faculty Self Service” link (select Asnuntuck if prompted with a choice of schools)

1. Click the “Personal Information” tab
2. From the choices that appear, click “Address and Phone Information” link
3. From the next page select “student mailing address” from the dropdown menu and click “submit”
4. On the next page update your mailing address and phone number as appropriate and click “submit”

## **Accessing your student e-mail account**

Use the “Banner Student & Faculty Self Service” link (select Asnuntuck if prompted with a choice of schools)

1. Click the “Personal Information” tab
2. From the choices that appear, click “Email Address Information” link
3. From the next page select “personal e-mail” from the dropdown menu and click “submit”
4. On the next page update your personal email address as appropriate and click “submit”

**\*\*\*NOTE: The College-assigned email address is the official method for communication with students, so be sure to check this email often. Per IT policy, it is no longer possible to auto-forward college email to other accounts.\*\*\***

## **Degree Evaluation**

1. Sign in to myCommNet and stay on the main screen.
2. In the middle or left column, click “Asnuntuck Community College” under the Degree Works logo. (scroll down)
3. Your audit will appear in a new tab.
4. If you have questions, [Degree Works FAQs](#) can help.

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