## myCommNet Guide https://my.commnet.edu

MyCommNet is the name of the portal through which CT community college students may access programs to register for classes, view their class schedules, view financial aid information, view/pay their fee bills, view final grades, request transcripts, view announcements, request advising appointments, access the online bookstore, access college email, access online course materials, see important announcements, etc.

It is best to use the internet browsers Mozilla FireFox or Chrome. Do NOT use Edge or Explorer.

#### To Log into MyCommNet at https://my.commnet.edu

- 1. Click the "Log In" button
- 2. Enter your NetID and Password

#### Forgot your NetID and/or Password?

• Use the Lookup and Reset functions on the log in page:



#### Are you a new myCommNet user?

- 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  $1^{st}$  3 letters of your birth month (the  $1^{st}$  letter is <u>C</u>apitalized)
  - 2. The "&" symbol
  - 3. The last 4 digits of your Social Security Number (Example: Jan&1234)
- 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.

#### Are you unable to log on?

- Double-check your Net ID and password (the password is case-sensitive/ Capitalization matters)
- Try clearing your browser history and cache
- If that doesn't work, please click the "Get Support" button or call 860-723-0221 for assistance

### Now you are in the myCommNet portal and can access many useful applications!



# There are also links on the <u>https://my.commnet.edu</u> page with useful information (no logging into the portal required:



To view a current or future term's **schedule of available classes** from <u>https://my.commnet.edu</u>:

- 1. Click "Search for Course Offerings"
- 2. Select the **Term** from the drop down menu
- 3. Select Asnuntuck CC, another college, or All
- 4. Click "Open" to view classes with remaining room
- In Course Level, choose credit or non-credit for course level, depending on the program you are pursuing.
- 6. You may filter by Instruction Type, Time, Day, or Subject (this is not required)
- 7. Click "Get Courses"
- Read the legend at the top of the page for more information about the abbreviations on the schedule (e.g., "H" is "Thursday")



**Notice of Non-discrimination:** Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the basis of veteran status or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Timothy St. James, Interim Dean of Students/Title IX Deputy, tstjames@asnuntuck.edu (860) 253-3011 and Deborah Kosior, 504/ADA Coordinator, <u>AS-DisabilityServices@asnuntuck.edu</u> (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.

Políticas Antidiscriminatorias: Asnuntuck Community College no discrimina por razones de raza, color, creencias religiosas, edad, género, nacionalidad, estado civil, ascendencia, historia presente o pasada de discapacidad mental o física, problemas de aprendizaje, orientación sexual, Identidad y expresión de género, o información genética, en sus programas o actividades. Adicionalmente Asnuntuck no discrimina individuos por razones pertinentes a la categoría de veteranos o historia criminal. Las siguientes personas han sido designadas para resolver cualquier inquietud pertinente a las políticas antidiscriminatorias: Timothy St. James, Interim Dean of Students/Title IX Deputy, tstjames@asnuntuck.edu (860) 253-3011 and Deborah Kosior 504/ADA Coordinator, <u>AS-DisabilityServices@asnuntuck.edu</u> (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.