CT STATE
COMMUNITY COLLEGE
ASNUNTUCK

Open House Student Resource Packet

1. How to Create an FSA ID

2. Pantry & Wellness Center

3. Academic Tutoring Center

   - Free Tutoring – Scan to Schedule a Session

4. Leadership Advocacy Service

5. Quick-Start Guide to Online Services & Support – TLC

6. CT Rides - Become A Road Scholar

7. Join a Club at CT State Asnuntuck Community College Explore our New Clubs QR Codes

8. Join a Club Today QR Codes of All Clubs

9. Join ACC's Campus Activities Board

10. Timely Care – Taking Care of your Mental Health

    - Timely Care app

11. Launch Your Leadership Journey

12. What Personal Technology is Recommended to Access CT State Systems and Blackboard

13. Office 365 Email

14. Accessing College Email Via my.CTState.edu

15. Everbridge Member Portal

16. The One-Stop Enrollment Center

17. Advice from the One Stop Enrollment

HOW TO CREATE AN FSA ID

The Federal Student Aid ID (FSA ID) is a username and password you use to log in to U.S. Department of Education online systems, including the Free Application for Federal Student Aid (FAFSA) and studentaid.gov. You'll use your FSA ID every year you fill out a FAFSA and for the lifetime of your federal student loans.

1) Go to **studentaid.gov/fsa-id/sign-in/landing** (for dependent students, both student and parent need to create separate FSA IDs).

2) Click the "Create an Account" button, and then "Get Started."

3) Enter your name, date of birth and Social Security number (make sure your name matches your Social Security card). Click "Continue."

4) Create your username and password for your FSA ID. It is strongly recommended that you also provide an email address (an email address can be associated with only one FSA ID). Click "Continue."

5) Provide your address and mobile phone number. Click "Continue."

6) Enter communication preferences and click "Continue."

7) Select and answer the four challenge questions. Click "Continue."

8) Confirm and verify the information you provided, then accept the terms.

9) If you provided a mobile phone number, you'll be taken to the "Mobile Phone Number Verification" page. If you provided an email address, you'll be taken to the "Email Verification" page.

Your FSA ID is created! You may immediately use your FSA ID to sign an original (first-time) FAFSA. Your information will be sent to the Social Security Administration (SSA) for confirmation. SSA review will take 1-3 days. Until your information is verified, you won't be able to take certain actions, such as correcting your FAFSA, submitting a renewal FAFSA or signing a Master Promissory Note.

CT STATE
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HOW TO COMPLETE
THE FAFSA

START YOUR FAFSA

1) To start your **Free Application for Federal Student Aid (FAFSA)**, go to **www.fafsa.gov** and click "Start Here." If you are the student, select "I am a student and want to access the FAFSA." Then log in using your FSA ID. If you are the parent, select "I am a parent filling out a FAFSA for a student." After selecting the parent role, provide your child's name, date of birth and their Social Security number.

2) Select the FAFSA you'd like to complete (dependent on when the student begins attending college sometimes both FAFSAs need to be completed). Tip: if you see the option to complete a "renewal" FAFSA, choose that option. Selecting this will repopulate your demographic information from the previous year, which saves time.

3) Create a Save Key. This is a temporary password that allows the student (and parent, if dependent) to "pass" the FAFSA back and forth, or to save the FAFSA and return to it later.

4) Fill out the "Student Demographics" section. Parents: remember that the FAFSA is the student's application and not yours. When the FAFSA says "you" or "your," it's referring to the student (unless otherwise noted). Pay attention to whether you're asked to provide student or parent information.

5) On the page titled "College Search," add CT State Community College's school code, 007635. Note: the school code name may be listed as Capital Community College until it is updated during Summer 2023.

6) Answer the "Dependency Status" questions. The answers to these questions will determine whether the student needs to provide parent information on the FAFSA.

7) If you are a dependent student, fill out the "Parent Demographics" section. Otherwise, go to the next step. Tip: it doesn't matter if you don't live with your parent(s); you still must report information about them if you are a dependent student.

8) Provide your financial information (for student and parent, if applicable). Tip: use the IRS Data Retrieval Tool (DRT) if eligible. IRS DRT allows you to import your IRS tax information into the FAFSA with just a few clicks. Also, using this tool may reduce the am ount of paperwork you need to provide to your school.

9) Sign and submit the FAFSA. You're not finished with the FAFSA until you (and your parent, if you're a dependent student) sign the form. The quickest and easiest way to sign your FAFSA is online with your FSA ID. Tip: if you and/or your parent are unable to sign the FAFSA electronically with an FSA ID, you can mail in a signature page. From the "Sign and Submit" page, select "Other Options to Sign and Submit" and then choose "Print a Signature Page." Just keep in mind that your FAFSA will take longer to process if submitted by now.

Your FAFSA is now completed! Please allow 5-7 days for CT State Community College to receive your FAFSA.

Common Pantry Needs:

Cans of tuna, chicken, chili, stew, hash

Canned soup

Canned vegetables

Canned tomatoes

Beans

Spaghetti sauce

Peanut butter & Jelly

Instant potatoes

Rice/pasta side dishes (packets)

Boxes of rice

Boxes of pasta

Macaroni and cheese

Breakfast cereal

Oatmeal

Cereal/granola bars

Canned fruit

Instant Meals (Ramen, etc.)

Male Hygienic products

Soap

Shampoo and Conditioner

CT STATE
COMMUNITY COLLEGE

ASNUNTUCK

Hours for the Pantry

Monday and Thursday 10:00-3:00
Tuesday and Wednesday: 10:00- 5:30

Sherry Paquette
Director of Student Activities
Asnuntuck Community College
170 Elm Street, Enfield, CT 06082
Phone: 860.253.1206 Fax: 860.253.3063
spaquette@asnuntuck.edu

Pantry & Wellness Center

The Pantry at CT State Asnuntuck is a place for students to get assistance conveniently and easily in a private, safe, and friendly environment. This client-choice pantry offers traditional canned and boxed goods as well as meats, seafood and seasonal fresh fruits and vegetables.

Asnuntuck Community College

170 Elm Street, Enfield, CT 06082

Become a member by scanning the QR code.

The Pantry @ACC location

Floor 1 First hallway to the left past the security desk.

Easy access from the side entrance

Sponsors

Student Government Association

- Current students, faculty, staff, and alumni looking to utilize this resource will be asked to fill out a membership form with basic information. **All information will be kept strictly confidential.**

- Volunteer and internship opportunities will be available and offered to faculty whose classes may benefit from having a local and convenient place to do community service.

- This program is designed to promote a sense of self-worth and accomplishment.

- It is hoped that this concept will foster self-reliance but also a sense of fellowship and belonging as members work together to better themselves and fellow students.

If you can't feed a hundred people, then just feed one.
~ Mother Teresa

Research shows that the number of community college students who face food insecurity is much greater than the national average. This problem of food insecurity in community college students has a detrimental effect on their GPA, maintaining energy levels, and inability to focus.

Maroto, M. (2013). Food insecurity among community college students: Prevalence and relationship to GPA. Journal of Nutrition Education and Behavior, 45(4 Supplement).
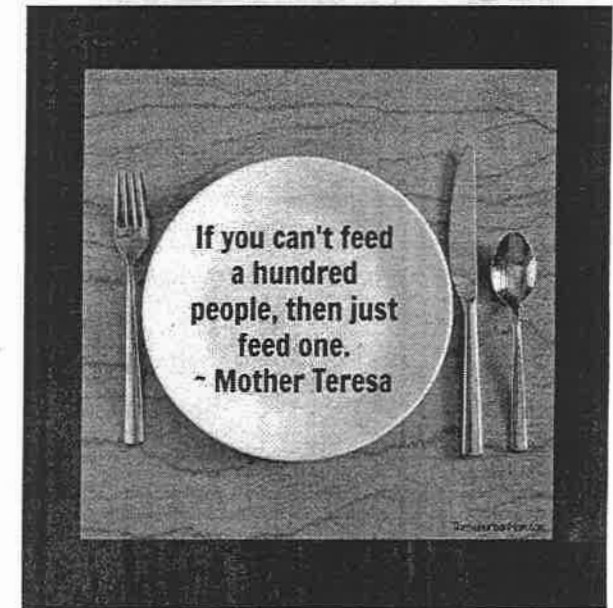
ACADEMIC TUTORING CENTER

Asnuntuck Campus

- FREE Academic Tutoring
- Academic Support for Writing, Math, Sciences, Accounting and More
- Paper Submission
- On-Campus and Online

The Academic Tutoring Center is a **free resource** the provides Asnuntuck students with **academic tutoring, writing support, college and study skills support**, and a variety of other resources.

Whether you want help with a challenging course concept, feedback on a writing assignment, or some help preparing for a big exam, the ATC staff are here to help you.

CONTACT US

Room 119 (Inside the Library)

as-tutors@acc.commnet.edu

860-253-3164

Hours of Operation
Mon-Thu 9am-7pm
Fri-Sat 9am-2pm

*Find us on YouTube!
@ ACC Tutoring Center*

SCHEDULE A SESSION

Self-schedule with **TracCloud**, a new platform for scheduling tutoring launching in Fall 2023.

Need help scheduling?

Stop by the Academic Tutoring Center, give us a call at 860-253-3164 or email us at as-tutors@acc.commnet.edu.

We look forward to working with you!

AVAILABILITY BY SUBJECT

Writing/College Reading (for all Asnuntuck courses)
Monday-Thursday 9-7
Friday-Saturday 9-2

Math/Stats
Monday-Thursday 9-7
Friday-Saturday 9-2

Accounting/CSA
Monday 11-3
Tuesday 2-6
Wednesday 11-3
Thursday 1-5

Sciences
Saturday 9-2

Note: Times are subject to change, please stop by or contact us to verify the schedule. Tutoring is limited to Asnuntuck students for Asnuntuck courses only.

ABOUT US

- All services are FREE to Asnuntuck students.

- Appointments can be made online or by calling, emailing, or stopping by the center.

- Tutoring sessions can last up to 45 minutes and are available in the center and online.

- Skilled tutors provide asisstance in writing, math including statistics, accounting, CSA, sciences, Spanish, and more.

- Tutoring reinforces classroom learning and can include help with research, study skills, and test-taking strategies.

FREE TUTORING!

ACADEMIC TUTORING CENTER

- Writing and Presentations for All Subjects
- Paper Submission (Asynchronous Review)
- English (All Courses)
- Math (All Courses)
- Sciences (BIO, CHEM, PHYS)
- Accounting
- Computers and Information Systems (CSA)
- Spanish
- Reading, Note-Taking & Organization
- Study Skills & Test Prep

Scan to Schedule a Tutoring Session

Scan to Submit a Paper for Review

**MON-THU 9AM-7PM
FRI-SAT 9AM-2PM**

**ROOM 119 (IN LIBRARY) | 860-253-3164
AS-TUTORS@ACC.COMMNET.EDU**

CT STATE
COMMUNITY COLLEGE
ASNUNTUCK

CT STATE
COMMUNITY COLLEGE
ASNUNTUCK

Why Join?

- Learn valuable people skills
- Teamwork
- Networking opportunities
- Gain practical experience in a safe environment
- Learn skills for your classes
- Engage with diverse groups of people
- Leadership skills
- Expand your resume
- Give back to the community
- Have fun and meet new people

Student organizations have a lot to offer. Whether you join as a member or choose to lead one, simply taking part in an extracurricular group will enhance your school experience.

About Us

CT State Asnuntuck Student Government Association (SGA) strives to represent the student body in matters concerning their interests, including establishing and maintaining working communications with the staff and faculty.

The SGA also provides students with opportunities to participate in governmental procedures and leadership.

The SGA emphasizes **community** at ACC by sponsoring and expanding programs of an education, cultural, and social and recreational nature, therefore enhancing and broadening the perspective of our college community.

The SGA also works to establish a forum for student activities, and will help students find social and self-satisfaction.

Leadership
Advocacy
Service

CT STATE
COMMUNITY COLLEGE
ASNUNTUCK
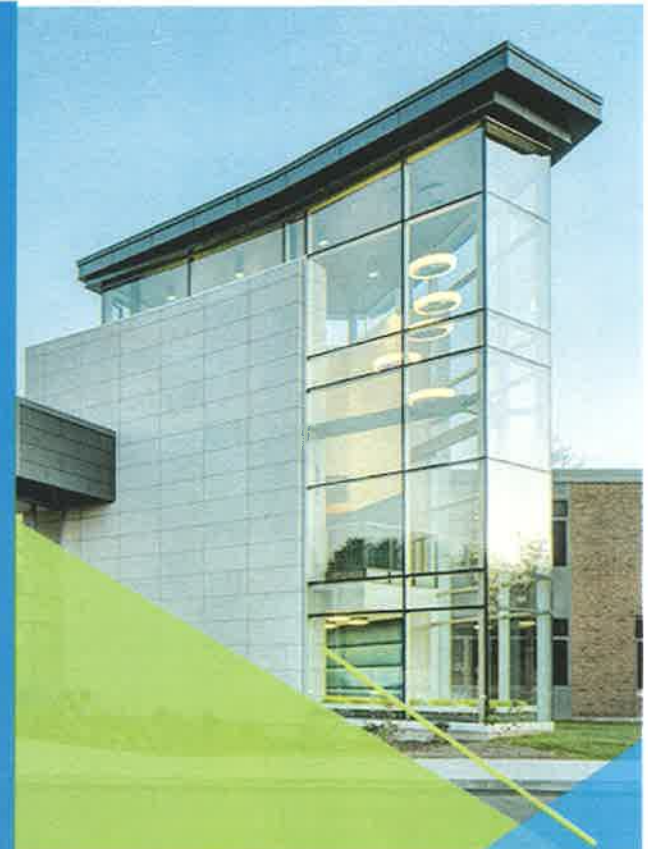
What We Do...

Review and approve budget requests for school's clubs and organizations.

Represent ACC students on the college committees and the College Council.

Represent ACC students on the Student Advisory Committee (SAC) to the Board of Regents for Higher Education to the Connecticut State Colleges & Universities.

Review any and all issues that might have an effect on the quality of the student's experience at ACC.

Support co-curricular opportunities and activities.

Requirements to join are simple...

- Be currently enrolled at ACC for at least 3 credits or certificate class.
- Be available for an hour meeting once a week and attend some events each month.
- Have the desire to take part.
- Be willing to listen to fellow students and be a leader.
- Maintain a GPA of 2.0 of higher.
- Work with Administration to improve the student experience.

Weekly Meetings
Every Other Tuesday
@3pm
ACC Glass Conference
Room 200A & Teams

Or join through
Microsoft Teams

Click link below or point cell camera at QR Code

Join our Microsoft Teams Meeting

Start your leadership journey NOW with SGA

CT STATE
COMMUNITY COLLEGE

ASNUNTUCK

Quick-Start Guide to Online Services & Support

my.CTState.edu is the web portal that makes it easier for you to conduct college business: register for classes, check your academic progress, access email, complete coursework in Blackboard, and manage your college finances, all with a single sign-on. The address is an easy one to remember: my.ctstate.edu

Face to Face & Online Courses
Office 365 Email & Software
Wifi ▪ Password Resets ▪ Blackboard

For Further Assistance:
Teaching & Learning Center, Room 113
Bonnie L. Solivan -
bsolivan@acc.commnet.edu or
call 860.253.3165

Apply and Register for a Course Online

Admissions applications are accepted online and in peson.
Online admissions applications must be completed:
(1) week prior to the official start date of the semester. After that period, applications must be submitted in person. Once accepted, you can register for courses.
• Register online for courses through the first seven (7) days of the fall and spring semesters.
• Winter and summer sessions will have different deadlines for admission and registration.
• Log in to my.CTState.edu and choose Banner Self-Service to register.
• Not a current student? Go to asnuntuck.edu and click Become a Student (located at top of page).

Add or Drop Courses Online

The course add period is seven(7) days and the course drop period is fourteen (14) days. During the first SEVEN (7) days only, this can be done online in my.CTState.edu.
• You can ADD or DROP a course ONLINE through the first seven (7) days of the spring or fall semester. Any changes to your schedule after the first seven (7) days must be done on campus through the Registrar's Office.
• This policy does not apply to late start and acceler-ated courses, or winter and summer session courses.
• Log in to my.CTState.edu and click Banner Self-Service. Select the Registration/Schedule button to add or drop a course.
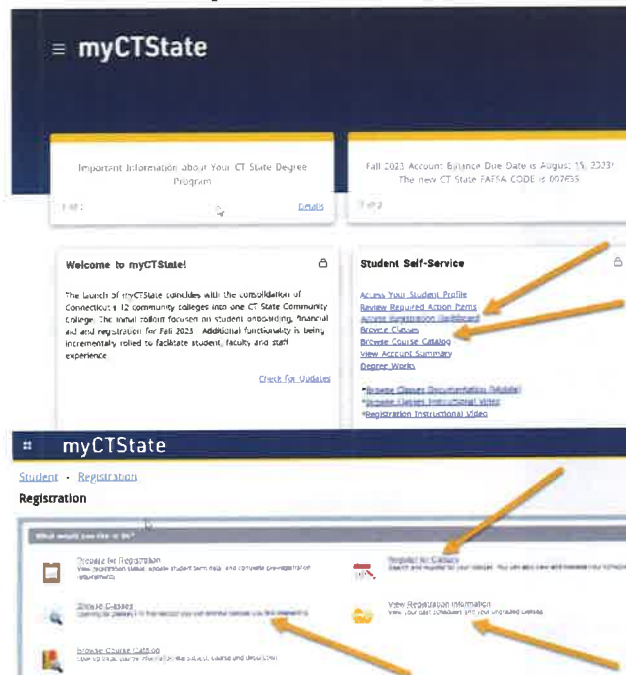
Degree Works Online

Degree Works™ is an advising, transfer, and degree tracking solution designed to help you:
• Monitor your progress toward your academic goals,
• Review completed and unmet program require-ments to help you and your advisor or counselor plan your next steps.
• To access Degree Works, log in to my.CTState.edu and select the card called Advisor-Self Service

Advisor Self-Service

View Advisee Student Profiles
Browse Classes
Degree Works

Resources

Mental Health and Wellness

If you are experiencing a mental health crisis, call 988 Immediately, 24/7.
Mental Health Wellness
  ▪ Schedule a mental health appointment
  ▪ Access wellness programming
  ▪ Get basic needs information
TimelyCare
Get free, year-round, 24/7 virtual medical and mental health care.

Student Accounts and Billing

My Account
  ▪ View Statements/Bill
  ▪ Make Payment
  ▪ Manage Payment Plans
  ▪ Setup ACH/Direct Deposit for eRefunds
  ▪ View Account Activity

View Account Summary

Access IRS 1098T Statements
  ▪ View Unofficial 1098T
  ▪ Download Official 1098T

CARE Referral

Complete a CARE Referral
if you:
  ▪ need additional support
  ▪ are concerned about the well-being of a campus member
  ▪ feel that a campus member has become disruptive or a threat to the community

Blackboard

You can access **Blackboard** by logging into **my.CTState.edu** and selecting on the Blackboard card.

Blackboard

Blackboard
• Course syllabi, lectures, homework, etc.
Help Desk
• Support for students and faculty
Training Videos
• Videos may depict older software versions

Courses will show in Blackboard seven (7) days before the start of the course. Instructors may not have the content available until the official start of the course.

To Begin:

- Select **Course** from the menu on the left to see previous, current and upcoming classes.
- **Messages** - Announcements/Course messages will be flagged here by course
- **Grades** - Review course grades in one location.
- Need assistance, select **Help & Support** on the menu and a link to resources.

Connect to Campus Wifi

- Select **ConnSCU** as your wireless network.
- Login with your NetID and password (8-digits only will work for this).
- For ChromeBooks only, choose PEAP and EAP-MSCHAP2 as your authentication methods. For Server certificate, select the 'Do not check' option.

Using a Smartphone? Apps to Download...

Microsoft Authenticator
Microsoft Corporation

Microsoft Outlook

- Download the Outlook.com app from an app store and login with your NetID and password.
- Access your email easily from the phone app.
- Don't Skip the Authentication step! It is for your security.

Install Microsoft Office Software

You can install Microsoft Office on five (5) devices. When you access your email online, you may be automatically prompted to install if the software is not detected.
- Prior to installing, make sure to uninstall any trial or other versions of Microsoft Office that came pre-loaded on your computer.
- Log in to my.CTState.edu and access your email

1. Select the waffle ⠿ at the top left corner inside your email.
2. Select Install Apps on the right > Office 365.
3. Follow the instructions to your computer.
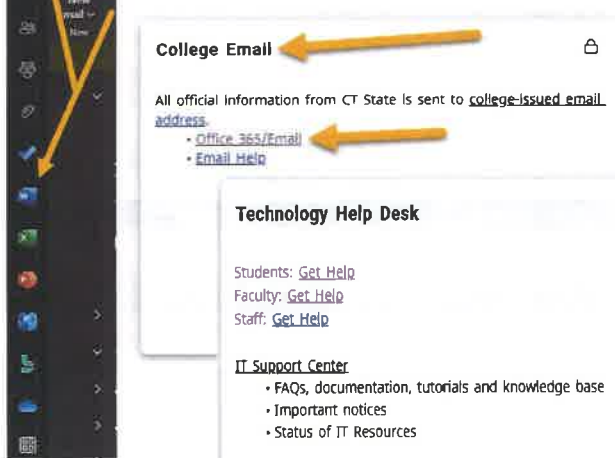4. Choose Install Desktop Applications from the window at right.
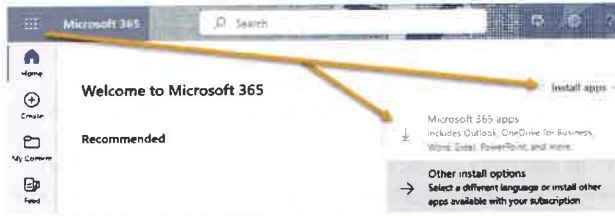
Access Office 365 Email (college email)

Office 365 provides students with the full Microsoft Office productivity suite, including Word, Excel, Power-Point, and more. Windows and Mac versions available.

- Official correspondence from the college from the college is sent to the college-provided Office 365 email account.
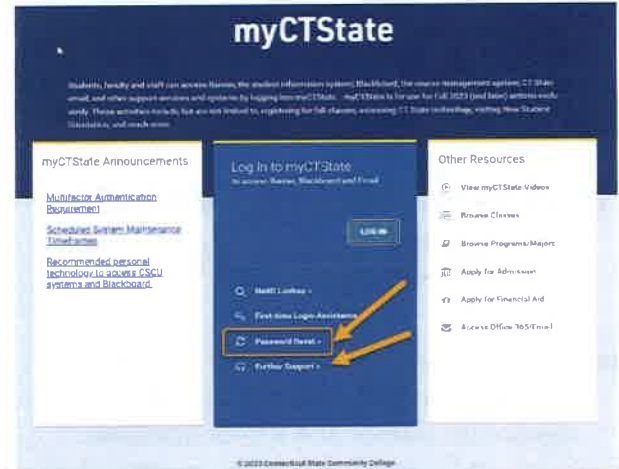- Access email:

a. Log in at my.CTState.edu
b. Navigate to View/Access College, then select "Click here" to open email in a new browser tab.
c. Locate your College Email Address

College Email

All official information from CT State is sent to college-issued email address.
• Office 365/Email
• Email Help

Technology Help Desk

Students: Get Help
Faculty: Get Help
Staff: Get Help

IT Support Center
• FAQs, documentation, tutorials and knowledge base
• Important notices
• Status of IT Resources

Password Resets

If you need to reset your password, you can:
- Use one of the several phones around campus designated as Password Reset Phones, or
- Reset your password at my.CTState.edu by clicking the "Forgot your password?" link. You can reset your password by having a link sent to an email address you previously set up or by answering the security questions.

If you aren't sure of the alternate email address on record, you can use the link to:
- Change your reset email address to a personal email that you can access. You need a working password to change this.
- The tool will show the current reset email on file and at the next my.Office.com login you can change or re-enter the address. Select Security info.
- You can also select Further Support on the cscu.edusupportcenter.com for assistance.

Use Office 365 on a Chromebook

Chromebook users can use an online version of Office 365. Navigate to the Google Chrome web apps store, search for OneDrive and click "add to Chrome." Start OneDrive and sign in with your full NetID (xxx@student.commnet.edu) and you will get redirected to the online apps & email.

BECOME A
ROAD
SCHOLAR

Take Our Simple ROAD TEST:
How can I travel around Connecticut?

A) Take a bus or shuttle
B) Take a train
C) Carpool
D) Bike/Walk
E) ALL OF THE ABOVE

If you answered "All Of The Above," you're on your way to becoming a scholarly, green commuter!

ASNUNTUCK COMMUNITY COLLEGE

CT **rides**
Fewer cars. Better air. Healthier lives.

Your Off-Campus Commuting Options

Use Your U-PASS CT – Ride for FREE!

Asnuntuck Community College students can ride most transit services in Connecticut for **FREE** using your U-Pass CT and valid student ID. Pick up yours at the cashier window!
More info at CTrides.com/U-pass-ct
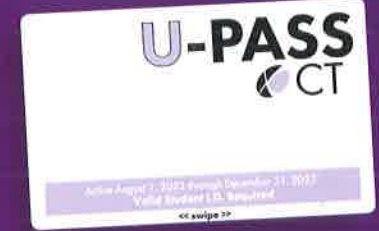
Bus: Enfield Transit's Magic Carpet service provides Weekday and Saturday service within Enfield. Connections to CTtransit Express available at Enfield Square Mall. More details at Enfield-CT.gov/143/Magic-Carpet-Bus and CTtransit.com.

Rail: CTrail **Hartford Line** service operates between Springfield, Hartford, and New Haven. CTtransit **905 - Windsor Locks - Enfield Express** connects Enfield Square Mall with Windsor Locks Station. Convenient connections are available at New Haven Union Station for **New Haven Line (Metro-North)**, CTrail **Shore Line East**, and **Amtrak** services. U-Pass is not valid on Amtrak (except Amtrak trains between New Haven and Springfield, excluding the Vermonter). More info at HartfordLine.com, MTA.info/mnr, ShoreLineEast.com, and Amtrak.com.

New York City: Connections available using **New Haven Line (Metro-North)** to Grand Central Terminal or **Amtrak** to Penn Station.

Carpool: Use the **CTrides app** on iOS or Android to find other students, faculty, and staff looking to carpool to and from campus.

Airport Connection: Take CTtransit **905 - Windsor Locks - Enfield Express** to get to downtown Hartford. From Hartford Union Station, take CTtransit **30 – Bradley Flyer** to Bradley International Airport 7 days/week.

On weekdays, take CTtransit **905 - Windsor Locks - Enfield Express** to Windsor Locks Park and Ride. From Windsor Locks Park and Ride, take CTtransit **24 Windsor-Bradley Int'l Airport-Windsor Locks** to Bradley International Airport. More info at CTtransit.com/services/bradley-flyer.
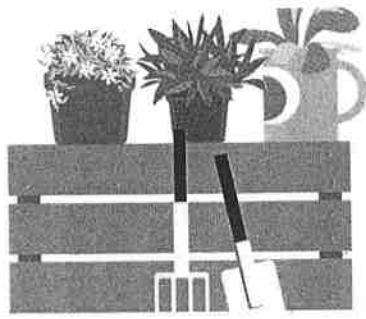
Use **New Haven Line (Metro-North)** or **Amtrak** service to get to New York City area airports.

Download the CTrides app Today!

#CTrides

CT rides
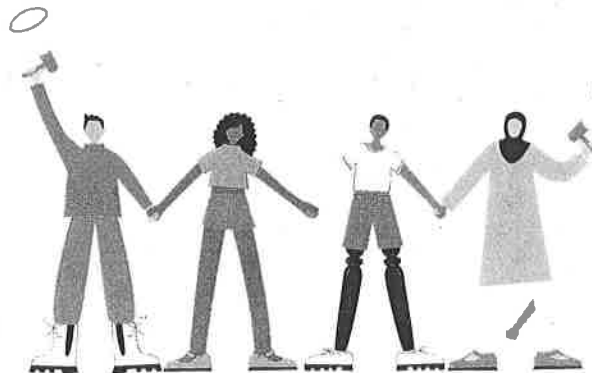Fewer cars. Better air. Healthier lives.

Join a club at CT State Asnuntuck

Browse our current clubs and join easily with our QR codes.

We have a club for everyone Or create your own!

Explore our New Clubs
at Asnuntuck

Fiber Arts Club

Outdoor Club

Join a Club Today!

Black Student Union	Campus Activities Board	Chess Club
Drum Circle	Dungeons and Dragons	Fit Club
Garden Club	Intervarsity Christian Club	Muslim Student Association
NAMI	Novel Idea Book Club	Pride Club

Photography Club

Robotics Club

S.T.E.M Club

Student Government

Veteran's Association

Volleyball Club

Join ACC's Campus Activities Board

We Want YOU!

At CAB, you can...

· **Choose FUN and memorable EVENTS for the campus** ·

- **Build your resume**
- **Lead**
- **Collaborate**

Asnuntuck's Campus Activities Board – CAB –

Meets at 1pm every other Monday of the month!

Visit Our Instagram and Facebook by scanning these QR Codes!

Instagram   **Facebook**

CT STATE
COMMUNITY COLLEGE
ASNUNTUCK
timelycare

Now's the Time to Take Care of Your Mental Health

There's nothing like the promise of the new semester. Whether you've been part of the CT State Asnuntuck community for a few days or a few years, the beginning of the academic year is a natural time to set goals for yourself.

We encourage you to treat your mental health and well-being as a top priority. Nationally, mental health is the number one reason students drop out of college, and about 7 of 10 college students nationwide are experiencing mental health issues as they head back to school. Fortunately, we offer a wealth of free and accessible resources as part of our comprehensive approach to health and well-being at CT State Asnuntuck.

Establishing routines that prioritize your mental health now will make it easier to cope with the inevitable stress and issues that all students face. Start the semester off right by familiarizing yourself with the many mental health resources we offer:

● **24/7 Virtual Care** - We partner with TimelyCare, higher education's most trusted virtual health and well-being provider, to offer students free and equitable access to 24/7 mental health support and medical care. It only takes a few minutes to download the TimelyCare app now and log in from any device with your school email and password. All students have access to on-demand emotional support (TalkNow), scheduled counseling, and health coaching from a diverse and culturally responsive provider network that reflects the identities and lived experiences within our campus community.

● **Peer Support and Self-Guided Resources** - The anonymous Peer Community within TimelyCare offers a positive forum and support system to connect with other students across the country who face similar challenges. TimelyCare also offers self-guided resources such as **yoga**, **meditation**, and **self-care journeys** on common concerns like anxiety, healthy relationships and sleep. Day or night, it helps to know you are not alone!

Now's the time to take care of your health and well-being. If you have any questions about the resources offered or would like to get involved in mental health advocacy efforts on campus, please contact Director Sherry Paquette @ spaquette@asnuntuck.edu.
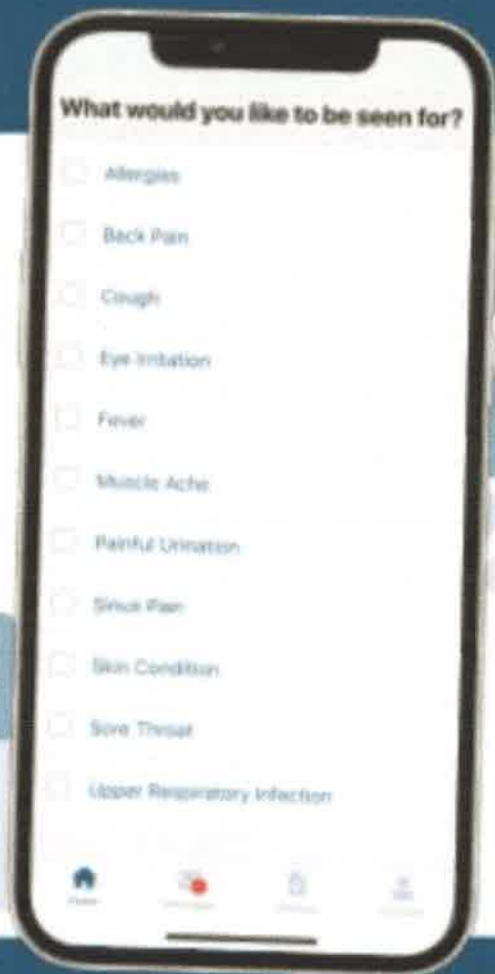
timely care

MEDICAL CARE FROM ANYWHERE.
FOR FREE.

Connects students to a medical provider that can treat a wide range of common illnesses

TALK TO A PROFESSIONAL ABOUT:
- Cold & flu
- Sinus infections
- Allergies
- Pink eye
- That weird rash
- And much more

What would you like to be seen for?
- Allergies
- Back Pain
- Cough
- Eye Irritation
- Fever
- Muscle Ache
- Painful Urination
- Sinus Pain
- Skin Condition
- Sore Throat
- Upper Respiratory Infection

For more information visit
timelycare.com/ctstate

Launch Your Leadership Journey

A free leadership development program at Asnuntuck Community College which offers female students the tools they need to be successful leaders in college, in their communities, and in their careers.

The design of the program is experiential and interactive, stretching the students outside their comfort zones to promote leadership growth. It provides life-changing leadership development experiences for women who passionately desire to become leaders.

Among the topics are:

- Addressing gender bias
- Problem-solving skills
- Leading with authority
- Assertiveness skills
- Addressing conflict
- Cultural sensitivity
- Networking

Students chosen to participate in the Saturday sessions gain practical experience in leading change by working in small teams to plan and execute a social action project during the semester. The teams are guided by female leadership mentors and facilitators who are highly experienced, local leaders, leadership consultants, and trainers.

To be selected for the three-month program, students must submit an application which includes a minimum GPA requirement, a written statement that explains their interest in developing leadership abilities, and attend an interview.

For more information contact
Sherry Paquette, Director of Student Activities
spaquette@asnuntuck.edu • 860.253.1206

Asnuntuck Community College
170 Elm Street • Enfield, CT

LAUNCH YOUR LEADERSHIP JOURNEY

A program of the Women's Leadership Institute

ASNUNTUCK COMMUNITY COLLEGE

KB0011894

What personal technology is recommended to access CT State systems and Blackboard?

  Authored by Ben Mueller

📅 7mo ago • 👁 2 Views • ★★★★☆
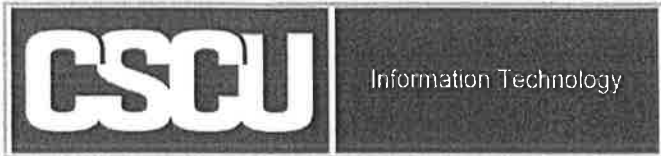
This article summarizes the technology recommendations for students in the CT State Community College system.

CT State Community College Personal Technology Guidelines for Students, Faculty, and Staff

Personal technology plays an important role in the current higher education environment. It is strongly recommended that all students, faculty, and staff have a personal computing device and access to broadband internet. This recommendation becomes a requirement when online courses are involved.

The recommended device is a laptop or desktop computer. Netbooks, Chromebooks and tablet computing devices do not usually have the computing power of a normal laptop or desktop computer. For this reason, they are not recommended for use as a primary computing device. Additionally, all CT State students, faculty, and staff have access to the full Office 365 Professional suite of applications which requires one of the following operating systems for installation:

Windows 10 (Professional, Education, Enterprise, or Home)

MacOS 10.14 (Mojave) or higher

These operating systems can only be run on a full laptop or desktop computer.

Hardware recommendations for laptop or desktop

	Recommended	Preferred (or higher)
Processor (CPU)	Intel Core i5 / AMD A8, A10, manufactured 2015 or later	Intel Core i7 / AMD Ryzen, manufactured 2015 or later
Memory (RAM)	8 GB	16 GB
Hard Drive	256 GB SSD	512GB SSD
Display	1920 x 1080 (1080p)	1920 x 1080 (1080p)
Webcam	720p	1080p
Audio	Headset or Speakers and Microphone	Headset or Speakers and Microphone

Web Browsers

The current version of any major browser (Chrome, Edge, Firefox, or Safari (macOS)) is recommended for use. In addition to their default browser, everyone should have a secondary browser loaded for troubleshooting issues when they occur.

Links to download the major browsers:

Chrome - https://www.google.com/chrome/

Firefox - https://mozilla.org/en-US/firefox/new/

KB0011560

Office 365 - Email

👤 Authored by Timothy Hilbie

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📅 7mo ago • 👁 3565 Views • ★★★☆☆

With Office 365 Email you can get your meetings, contact info, to-do list, and email on any device, so you can clean up your inbox or deal with urgent matters even when you're not at your desk.

Table of Contents

Your College Email on myCTState

You can access your college email in three different ways: the myCTState menu, the *College Email* card on your homepage, or through Office.com. If your *college email* card is not mapped to your homepage, please refer to here:

Accessing College Email through the Menu

To access your email through the myCTState menu, start by clicking on the menu on the top, left-hand corner:
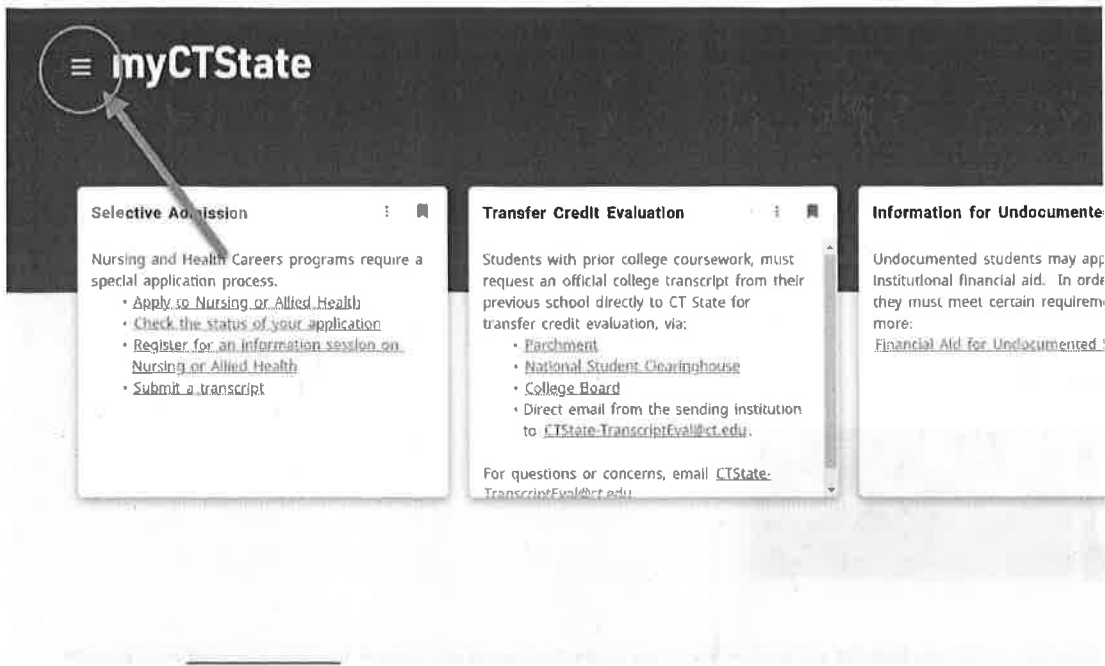
When the menu appears, click on *College Email* hyperlink:
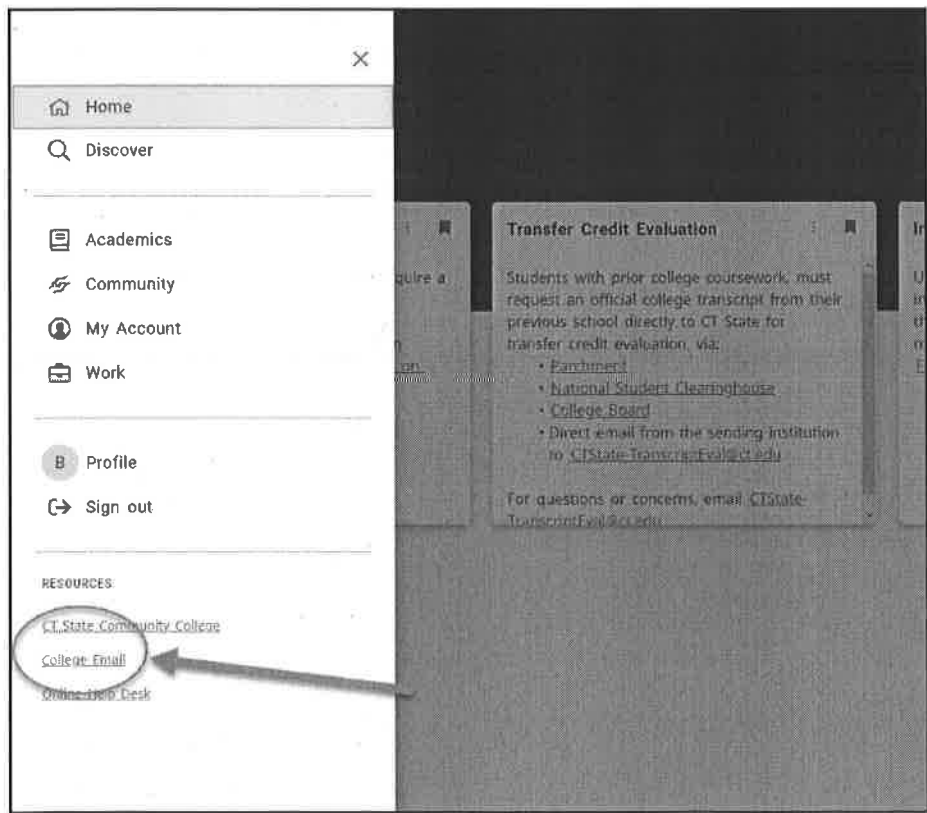
Accessing College Email through myCTState Cards

From your myCTState cards, you should see an option available for *College Email*. It should look like this:
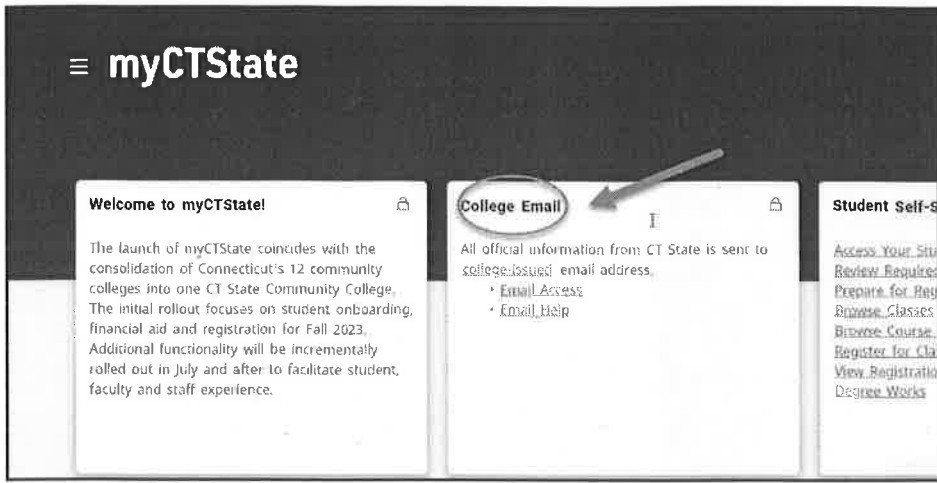
Click on *Email Access* to access your college email:
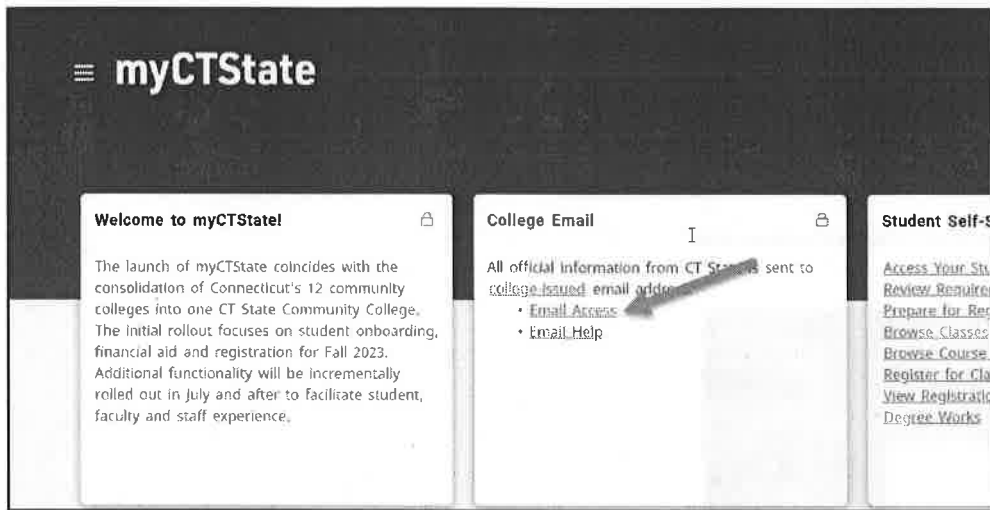
Accessing College Email through Office.com

Head to https://www.office.com in a supported browser of your choice (e.g. Firefox, Chrome, etc.). Then, click on "Sign in" on the top, right-hand corner of the page:
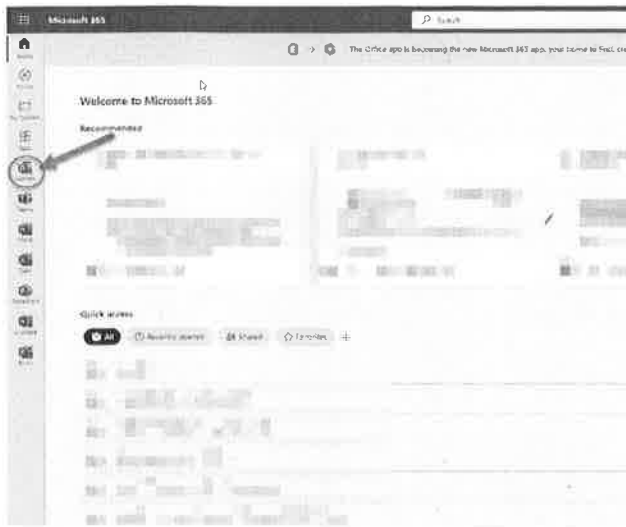
When prompted to sign in, enter your full NetID (ex. 01234567@student.commnet.edu) and click "Next":
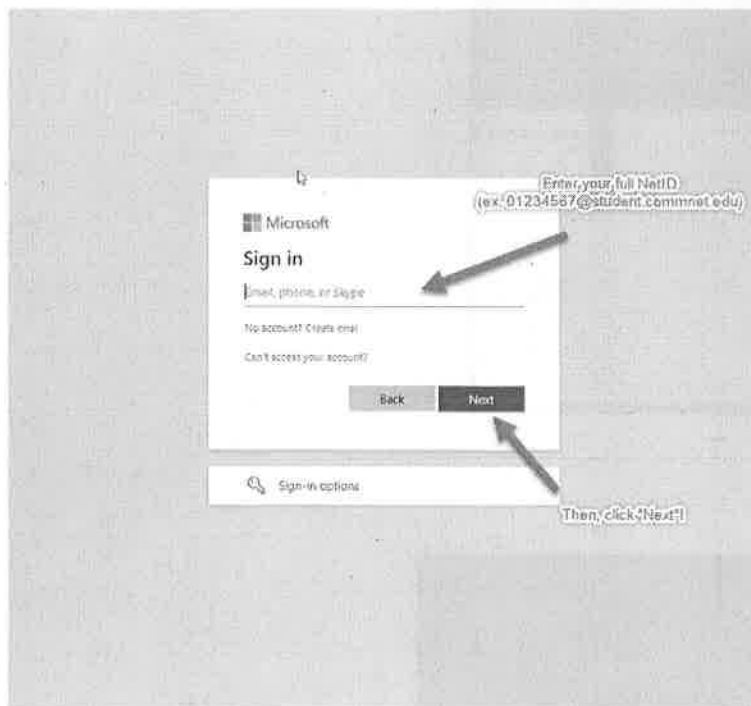
You should now be at the CSCU login portal. Once you're here, enter your NetID password:

At your Office homepage, click on the "Outlook" icon to open your college email:

And that's how you navigate to your college email in a few different ways!

Students

All official college email communications including email sent from within the Blackboard learning management system, are sent to your college Office 365 email account. Employees and Students are expected to check their official email accounts on a frequent basis.

Your email address is automatically generated typically in about 24 hours after you are admitted (or re-admitted) to your college (exceptions include weekends or holidays where it could be longer). You should receive information from your college (which may be via the email address you entered on your application, or a mailed letter) letting you know what your assigned student email is, or how to find it.

Features

- 100 GB (gigabyte) storage capacity
- Access to calendar entries and contacts, as well as e-mail from mobile devices
- Full-service web interface for accessing e-mail as well as compatibility with the industry-standard desktop e-mail program Microsoft Outlook
- The ability to search e-mail for details and save favorite searches for reuse.
- Share calendars with other Office 365 users and view multiple calendars side by side.

Resources

- Just getting started and got a couple of minutes? Check out this Getting Started guide from Microsoft.
- Microsoft training and tutorials--includes Quick-Start Guides and a Search option for specific questions. (Windows/Mac)
- Learn your way around Office 365.
- See what Office 365 has to offer for accessibility.

Related Articles

View ServiceNow KBs about Microsoft 365 Products

For further assistance, please visit the Service Portal.

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Helpful? | Yes | No

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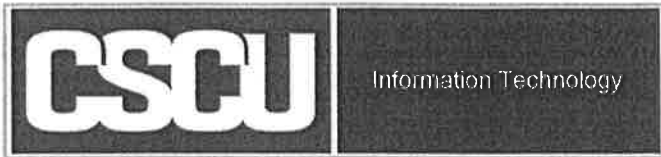
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KB0011917

Accessing College Email via myCTState

👤 Authored by Ben Mueller

.

📅 7mo ago · 👁 46 Views · ★★★★☆

This article will briefly explain how to access your college email account from the myCTState portal.

Accessing College Email

If you are not already there, navigate to https://my.ctstate.edu and log in using your NetID and password. Your homepage will display:
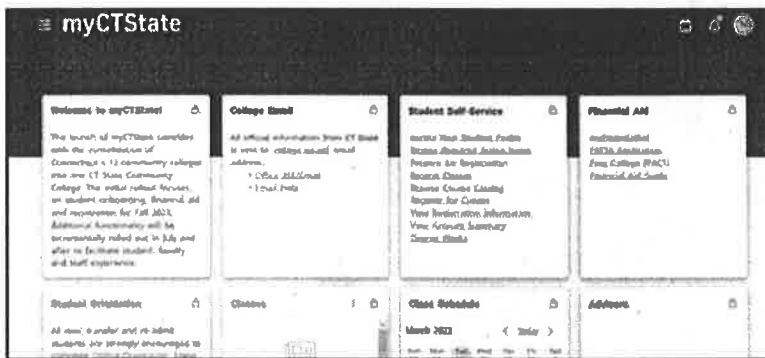
Find the card on your homepage labeled College Email. Click **Email Access** to launch your college Outlook inbox in a separate browser tab. The Email Help link will redirect to Knowledge Base articles about college email and Office 365.

Alternatively, click the three lines in the top right corner to expand the menu.
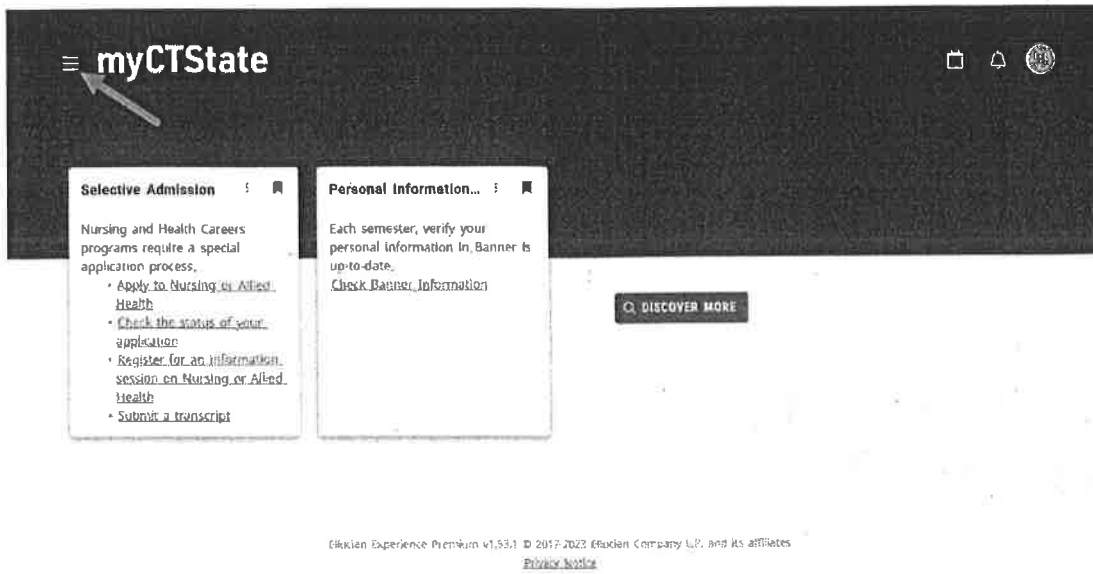
Click College Email to launch your college Outlook inbox in a separate browser tab.
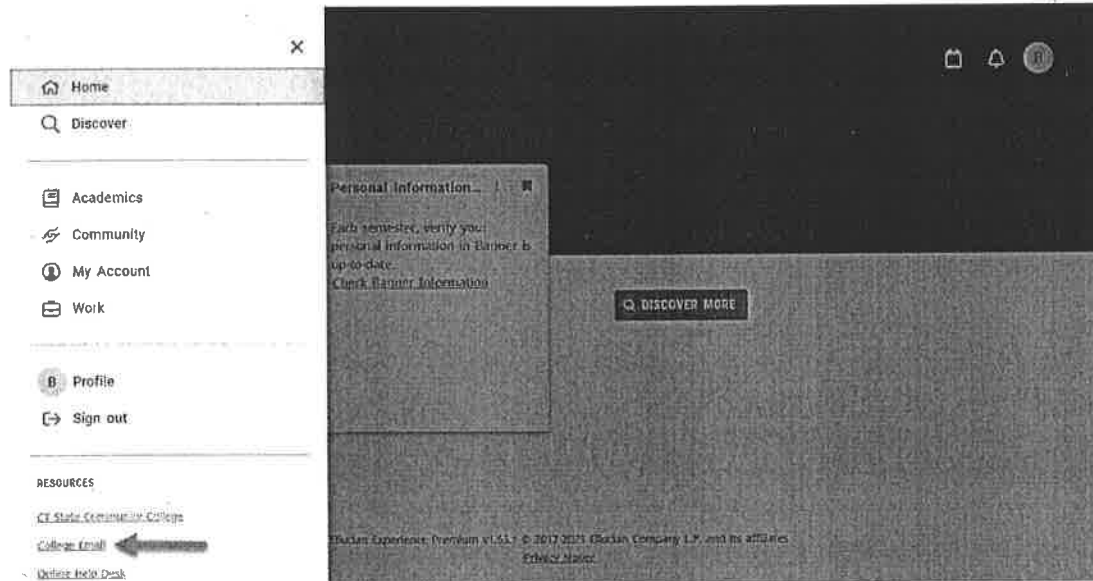
Related Articles

Logging into the myCTState Portal

Accessing Office 365

For further assistance, please visit the Service Portal.

Copy Permalink

Helpful?   [Yes]   [No]

25% found this useful

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Everbridge Member Portal

User Signup Information

CT State Community College and BOR:

CT State Community College and BOR will now be using Single Sign On (SSO) connected to your Active Directory (AD) account. All users (staff, faculty, and students) will need to confirm their own contact information in order to receive emergency and weather notifications via the Emergency Alert system (Everbridge).

For Students: *Only* college email addresses will be loaded. All additional contact methods (text, cell phone, home phone, etc.) will need to be added manually by each student using the Member Portal.

Staff & Faculty: All information contained in their Banner record for phone numbers, text, email addresses will be automatically added at the beginning of the Fall semester. Changes will need to be made manually by the user using the Member Portal.

Member Portal URL: myCTState Alert Member Portal

As of this date, below is an illustration of the member portal. As CT State organizes, help, faqs, etc. may change to reflect updates. However, the Single Sign On screen will remain the same as will the location and names of the buttons.
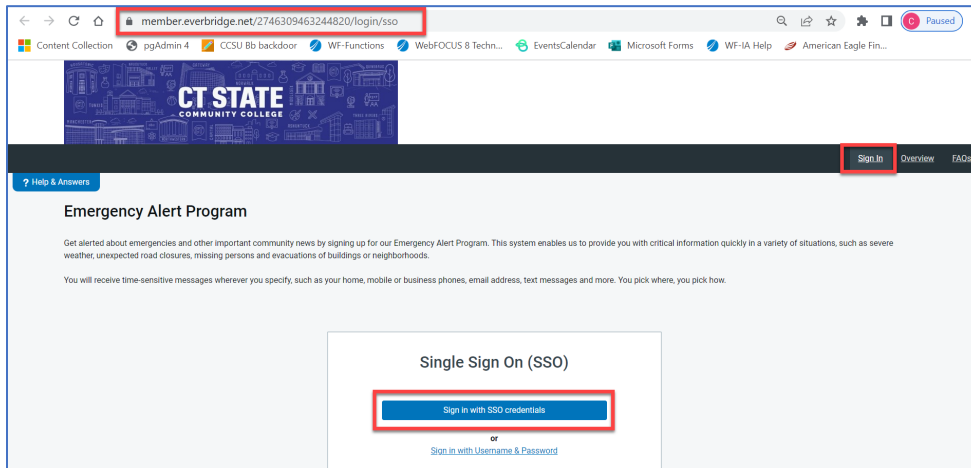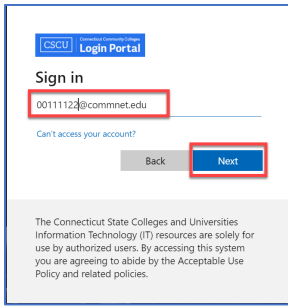

Step 1: Go to the Member Portal by clicking this link or typing the address in a new browser window. :
myCTState Alert Member Portal

Step 2: Click the **"Sign in with SSO credentials"** button.
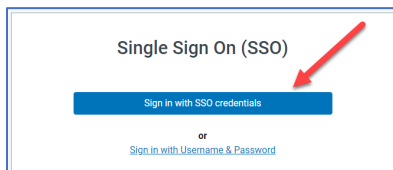
Everbridge Member Portal/User Signup Information

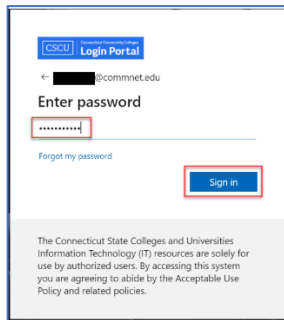Step 3: Type your net id username and address and Click **Next**

Step 4: Type your net id password and Click **Sign In**
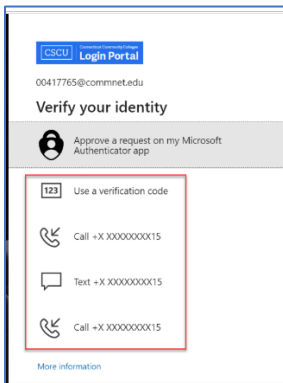
Step 5: Select the desired method for MFA (multi factor authentication) to confirm your sign in. This should only occur if you are not presently signed in.

# Everbridge Member Portal/User Signup Information

Step 6: Once MFA has been confirmed, the following screen will display. Important buttons have been identified in red outlines.
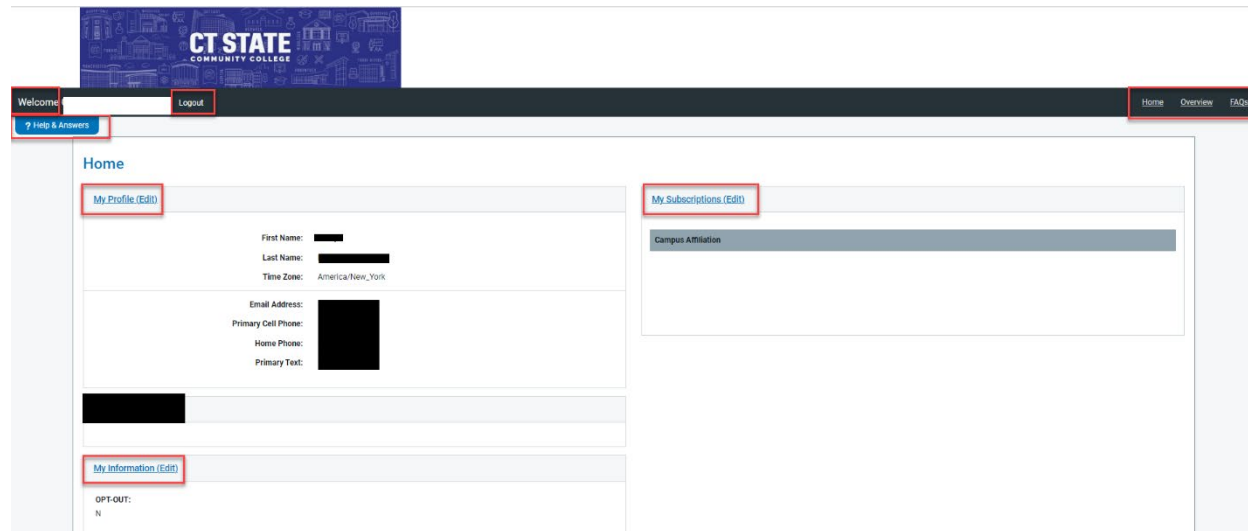
A. **Checking and Adding Data:**

Start checking your data from the Home tab (which should be automatically displayed)

- **My Profile:** Click the **My Profile** button for your basic address and phone number information. Fill in any additional contact information, phone numbers, etc. and Click **Save.** Then click the **HOME** button to return to the home page.
- **My Subscriptions:** Click the **My Subscriptions** button to select the institutions you wish to receive alert notifications for. Check each institution you wish notifications for. Then click **Save.** Then click the **HOME** button to return to the home page.
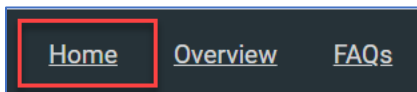
- **My Locations:** The **My Locations** allows you to add additional physical locations you may wish to receive notifications for; ie: your work, home, day care, etc. Type an identifiable name as a reference reminder, then add the actual address of the location. (You may add up to 5 additional addresses.) Everbridge will confirm it is a valid address when you Click **Verify This Address.** When done, click the **HOME** button to return to the home page.
- **My Information:** The **My Information** section allows you to **OPT OUT** of receiving any notifications via any method. The default is set to **N[o]** which ensures everyone will get notifications unless they manually choose to **OPT OUT**.
 If **OPT-OUT** is set to **Y,** the user is responsible for turning this back to **N** to begin receiving notifications again.
  Click the option arrow to select **Y** for **Yes** to <u>STOP</u> receiving notifications, or **N** for **NO** to <u>continue receiving</u> notifications. Click **Save.** Then click the **HOME** button to return to the home page.

B. **Help & Answers:**

The **Help & Answers** button can be used in any area or data section to launch interactive help text. It is located on the left side under Welcome. Once it is displayed, the user must click the X in the help window to close the window.
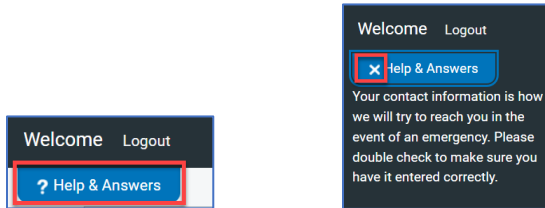
C. **Overview:**

The **Overview** button in the top right corner provides an overall explanation of how notifications work and how to stop them.
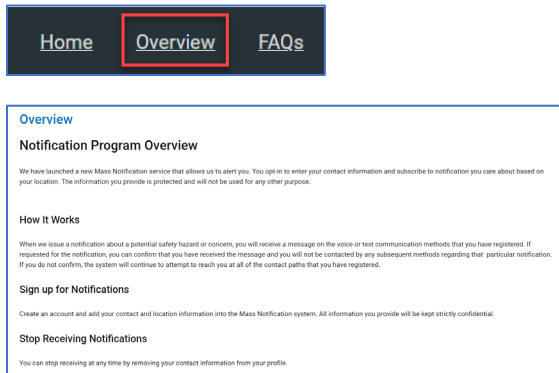
D. **FAQs**

The **FAQs** list basic information about the Emergency Alert system. The **FAQs** button is in the top right corner of the window.

E. **Logout:**

Click **Logout** when you have completed updating your data and institution selections.

The One Stop Enrollment Center at

CT STATE
COMMUNITY COLLEGE
ASNUNTUCK

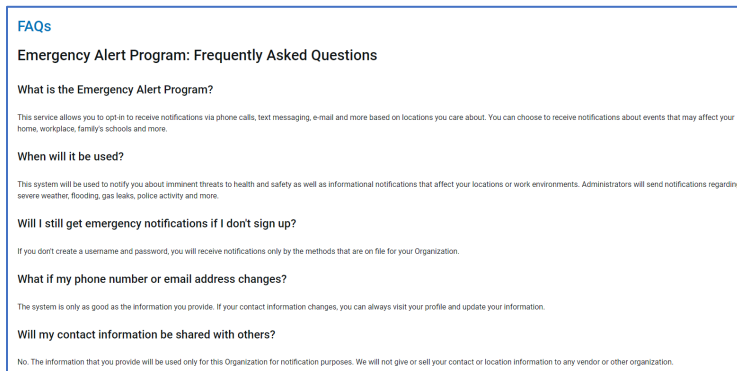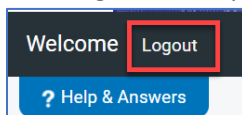On July 1, 2023, **Asnuntuck Community College** merged with 12 other public colleges to become **CT State Community College.** We have the same great location, faculty, and staff, with more program and course offerings for an expanded community of scholars.

At CT State – Asnuntuck, there is a department called the **One Stop Enrollment Center** that assists students, faculty, and staff with the following functions:

- **Admissions Assistance:**
  - Complete the CT State Admissions Application at one of our in-office computers
  - Check your Admissions Application status
  - Turn in required documents
  - Get answers to admissions-related questions.

- **Basic Financial Aid Assistance:**
  - Complete the Free Application for Federal Student Aid (FAFSA) at one of our in-office computers (this is required <u>each year</u> for federal, state/PACT, and college funding)
  - Accept your CT State financial aid awards online

  Note: Our Financial Aid Office can answer <u>specific</u> questions about your FAFSA and <u>personal</u> financial aid eligibility.

- **Registration Assistance:**
  - Add, audit, drop, withdraw from classes
    - <u>Most</u> students may self-register online (we'll show you how!) -or- we can accept a completed form (see your advisor for guidance first)
    - Withdrawals (leaving class after the late drop period) or auditing a class (taking a class for no-credit) requires a completed form
  - Review and resolve registration errors like "Prerequisite & Test Score" or "Instructor Permission Required"
  - Submit info to allow enrollment in specific classes (e.g., unofficial transcripts showing prerequisites are fulfilled)

(Please flip over for more info!)

- **Student Records Assistance:**
  - Change/ update program (major) information (completed form required)
  - Change personal information online (we'll show you how!) -or- we can accept a completed form
    - Name changes require a form and documentation
  - Update FERPA (privacy) information to allow/ disallow certain information about you to be released to others - Your privacy is important to us!
  - Obtain education verifications online (we'll show you how!) -or- make individualized requests
  - Request official transcripts online (we'll show you how!) -or- we can accept a completed transcript request form

- **Information about grading, academic standing, academic honors, and other policies** including:
  - Academic Calendar deadlines and important dates
  - Academic Engagement
  - Grade Point Average (GPA) calculation
  - Program progress (we'll show you how to read your audit in DegreeWorks)
  - Graduation application procedures (you must apply to graduate!)
  - Dean's List and the determination of graduation honors for <u>degree</u> programs

  Remember: Only your <u>professors</u> can answer questions about <u>why</u> you received a certain grade.

Come visit us in room 104 in the Main Building at 170 Elm Street!

General Office Hours: *No appointments needed. Additional in-person hours available upon request.*

- Mondays-Thursdays 8:30 AM – 5PM
- Fridays 8:30 AM – 4:30 PM

Please **email us at AS-OneStop@ct.edu** *or call our* **primary phone line (860) 253-3017** *days, evenings, & weekends. Call our reception desk at (860) 253-3134 during regular office hours.*

We look forward to meeting you!
Your CT State - Asnuntuck One Stop Enrollment Center Team,

Stacey Musulin, Campus Supervisor, Enrollment Services
(860) 253-3015
Smusulin@Asnuntuck.edu

Karen Dardanelli, Enrollment Management Specialist
(860) 253-1200
KDardanelli@Asnuntuck.edu

Jeffrey Shuman, Enrollment Management Specialist
(860) 253-3018
JShuman@Asnuntuck.edu

Advice from the One Stop Enrollment Center

As you begin your educational journey, we offer this advice:

- ✓ **Make sure you are in the correct program!**
  - o Yes, you may "declare" multiple "majors!" (i.e., You can select more than one program)
  - o Only certain programs are eligible for financial aid.
    - ▪ If you are in a certificate program, double-check with the Financial Aid Office to confirm your program is eligible.

- ✓ **Review your program audit in the DegreeWorks application.**
  - o Access this and other applications through the my.CTState.edu portal

- ✓ **Choose your classes wisely:**
  - o Enlist assistance from your **CT State Guided Pathways Advisor**, **Faculty Advisor,** or **Manufacturing Program Advisor** early and often.
  - o Remember that many classes have prerequisite requirements.
    - ▪ "Prereqs" are courses, placement tests, or other requirements that must be completed before registration for a class.
  - o Not all classes are offered at all campuses and/or in all terms/ semesters.
    - ▪ CT State has 12 campuses statewide.
    - ▪ Our terms are Fall, Winter intersession, Spring, and Summer.
  - o Remember: Financial Aid can only disburse for classes within your program(s) of study.

- ✓ **Register early!** Some classes fill quickly…

- ✓ **New Students: Review online orientation and attend in-person orientation events.**

- ✓ **Make payment arrangements by Business Office deadlines.**
  - o **Students who don't meet payment deadlines will be dropped from classes!**
  - o Check your financial aid status and fee bill balance via the my.CTState.edu portal.

(Flip the page for more pearls of wisdom 😊)

✓ **Obtain necessary books, software, personal computers, and materials prior to the start of class!**
  - Access required books and other information through the my.CTState.edu portal.
  - Be careful to buy the correct editions/ versions
    - Seek advice from instructors or the CT State Asnuntuck Bookstore as needed.
    - Review software that comes automatically with your NETID account (e.g., Office 365).
  - Personal computers should meet CSCU standards.
  - Contact Financial Aid for options if you have trouble buying books and materials.

✓ **Begin your classwork from the very start!**
  - Most classes have online elements (at the very least, a posted syllabus): Make sure you can **log into the BlackBoard application** prior to the beginning of your class(es)!
    - Access this and other applications through the my.CTState.edu portal.
  - Asynchronous online classes (those on BlackBoard and not scheduled at a particular meeting time) **begin on the first day of the term**/ part-of-term/ module.
  - **Students who don't actively participate early on will be dropped** per the CT State CC academic engagement policy.

✓ **Watch your deadlines and other important dates:**
  - Admissions application and financial aid (**FAFSA, PACT**) deadlines are critical!
  - **Review the Academic Calendar** for:
    - Class registration/ drop/ withdrawal deadlines
    - Academic engagement deadlines
    - Graduation application due dates…and more!
  - **Review Course Syllabi** for expectations, assignment deadlines, and test dates.

✓ **Communicate closely with your professors!**
  - **Ask questions** before, during, and after class. **Contribute** to class discussions.
  - Go to "**Office Hours"** (these may be in-person or virtual)

✓ **Seek out ways to increase your success!**
  - **Avoid "learning the hard way":** Seek assistance and access services ASAP!
  - In addition to your professors and advisors, Tutoring, Library Services, Educational Technology assistance, Academic Advising, and MORE are available to you!
    - If you had a 504 or an IEP in High School or have a diagnosed disability, register each term for Accessibility and Disability Services.
  - Consider student activities, clubs, internships, PTK, employment in your field of study, and other ways to **round out your college experience**.