

WHAT IS NETID AND WHAT IS IT USED FOR?

All Norwalk Community College students are issued a NetID (student identification number). You will use this number to enter myCommNet, WebCT Vista and other services.

Your NetID is a permanent ID #. You must use this same ID # at all Connecticut Community Colleges.

If you do not know your NetID or remember your Password, please bring photo identification (e.g. driver's license, state identification card) to the Records Office, E102, East Campus.

Question: What is my NetID?

Answer: If you are a student, your NetID is made up of the following information:

- ✦ Eight digit Student ID # without the @ sign at the beginning (student ID # generated by the college software).
- ✦ Example: A student with a Student ID # of @87654321, will have the following NetID: 87654321@student.commnet.edu

Please note: Your NetID (Student ID) is a permanent ID #. You must use this same ID # at all Connecticut Community Colleges.

Question: What is my initial NetID password?

Answer: The initial password for all new NetID users will be the following:

- ✦ **1st three characters of your birth month (with first letter capitalized)**
- ✦ **Ampersand character - &**
- ✦ **Last 4 digits of Social Security Number (to update missing or incorrect information please come to the Records Office – Room E102).**

For a user with a birth date on 11/24/90 and a social security number of 123-45-6789, the initial password will be the following: Nov&6789

NOTE: You will be forced to change your password the first time you logon.

Question: What are the requirements for a NetID password?

Answer: These are the requirements for selecting a new NetID password.

- ✦ **Password must be at least eight characters.**
- ✦ **Password must be complex and difficult to guess.**
- ✦ **A password must contain characters from three of the four categories:**
 1. Uppercase characters (A through Z)
 2. Lowercase characters (a through z)
 3. Numeric digits (0 through 9)
 4. Special characters (for example, !, \$, #)
- ✦ **Password must not contain all or part of the user's NetID account name.**
- ✦ **Password must differ from previous passwords.**
- ✦ **Password is forced to change every 90 days, but users have the ability to change the password sooner.**

Question: How do I set or change my Security Question?

Answer: Your Security Question must be set up in advance using [myCommNet](#). New users who log into [myCommNet](#) will be prompted to select a Security Question and answer the Security Question.

Question: What if I forgot my NetID password?

Answer: You can go to the myCommNet Login area and click on "Forgot your [NetID](#) or your [Password](#)" to access your NetID or reset your password.

Question: What should I do if I have missing or incorrect identity information?

Answer: Go to the Records Office on the East Campus, Room E102 to update missing or incorrect information (Social Security Number, Date of Birth). Please bring your driver's license, state identification card and social security card.



HOW TO ACCESS INFORMATION ONLINE

Go to: <http://my.commnet.edu> or click on the myCommNet link on the NCC Website. (www.ncc.commnet.edu)

Enter: your NetID and your password

Click on: "Login"

Click on: the "Student" tab

Click on: the hyperlink "Click here to access your Student/Academic records"

Select the appropriate option:

Account Summary – View your account detail by term; account summary; payment history and information related to your 1098-T.

Financial Aid – Review the status of your application; accept/decline and review your Financial Aid awards; review and process your student loan application(s).

Personal Information – Students can view their address(es); phone number(s); update e-mail address(es); view name change and Social Security number change information. **PLEASE KEEP YOUR E-MAIL ADDRESS UPDATED!**

Registration and Payment – Check your registration status; review charges and make payments; add or drop classes; display your Concise Student Schedule.

Student Records – View your holds; display your grades and transcripts (print enrollment verification for insurance companies, etc.); review charges and payments; view or print your Student Degree Evaluation(s).

HOW TO VIEW CURRENT COURSE OFFERINGS

Go to: www.ncc.commnet.edu

Select and click on: Course Schedule Search

By Term: Select **appropriate** term

By College: Select "Norwalk CC"

By (O)pen (C)losed: Select "Both"

By Course Level: Select "credit" or "non-credit"

By Instruction Type: Select "all"

Scroll down to bottom of screen –

Click on: Get courses

HOW TO REGISTER OR WITHDRAW FROM COURSES ONLINE

Go to: <http://my.commmnet.edu> or click on the myCommNet link on the NCC Website.

Enter: your NetID and your password

Click on: "Login"

Click on: the "Student" tab

Click on: the hyperlink "Click here to access your Student/Academic records"

Select and click on: Registration and Payment

Select and click on: Register (add/drop) Classes

Select the appropriate Term: (for example Fall 2011)

Click on: Submit

Scroll down to bottom of screen and enter CRNs for classes that you want to register for

OR

Classes may be dropped by selecting the Drop menu selection under "Action." Check with the college regarding refund procedures and with the Financial Aid Office if receiving FA or a scholarship.

Click on: Submit Changes

Scroll down to bottom of screen

Select: Initiate Payment

Select a Term: Choose **appropriate** term

Click on: Submit

On Credit Card Payment Screen:

Credit Card: Choose **MasterCard, Visa or Discover ONLY**

Card Number: Enter your credit card number

Expiration Date: Enter credit card expiration date

Payment Amount: Enter partial payment amount or pay full balance due (**Do not key in dollar sign**)

Click on: Submit payment

Click on: Okay to Submit Payment (if correct amount was entered)

Otherwise Click on: Change Information (to change payment amount)

HOW TO VIEW OR PRINT YOUR CLASS SCHEDULE

(for currently registered students)

Go to: <http://my.commmnet.edu> or click on the myCommNet link on the NCC Website.

Enter: your NetID and your password

Click on: "Login"

Click on: the "Student" tab

Click on: the hyperlink "Click here to access your Student/Academic records"

Select and click on: Registration and Payment

Select and click on: Concise Student Schedule, Student Schedule by Day and Time or Student Detail Schedule

Select a term: Choose **appropriate** term

Click on: Submit

Print your schedule

HOW TO ACCESS/OBTAIN STUDENT RECORDS

Go to: <http://my.commmnet.edu> or click on the myCommNet link on the NCC Website.

Enter: your NetID and your password

Click on: "Login"

Click on: the "Student" tab

Click on: the hyperlink "Click here to access your Student/Academic records"

Select and click on: Student Records

Select and click on:

- ✚ View Holds
- ✚ Midterm Grades
- ✚ Final Grades
- ✚ Unofficial Transcripts
- ✚ Request Official Transcript
- ✚ View Status of Transcript Requests
- ✚ Account Summary by Term
- ✚ Account Summary
- ✚ Select Tax Year
- ✚ Tax Notification
- ✚ Student Degree Evaluations
- ✚ Title IV Authorization
- ✚ Request for Enrollment Verification
 - Click on: Current enrollment or All enrollment
 - Click on: Obtain an enrollment certificate
 - Print certificate
- ✚ View Student Information
- ✚ Direct Deposit Enrollment
- ✚ Nursing Application & Required Item(s) Status

Select a Term: Choose **appropriate** term

Click on: Submit



myCommNet Alert

myCommNet Alert is a notification system that delivers critical information to students, faculty, and staff in the event of an emergency which may include campus-related immediate health or safety situations through text messaging over cellular phones.

Please note that text message costs will follow your calling plan's terms for receiving and opening text messages.

Once you log into myCommNet, students, faculty, and staff will have the opportunity to register for myCommNet Alert.

Registration is voluntary, free, quick and easy!