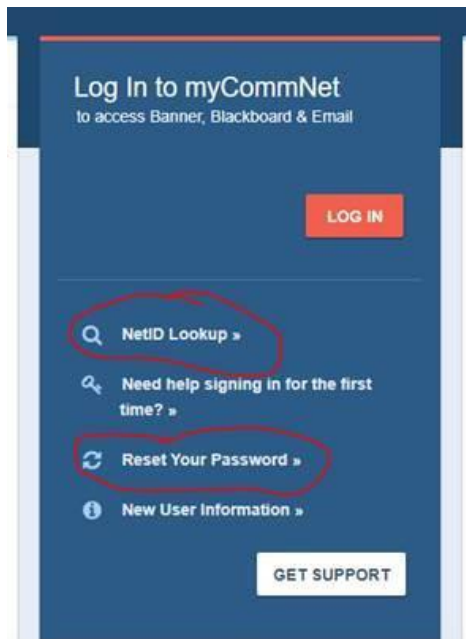# IMPORTANT LOGIN INFORMATION – <u>KEEP THIS LETTER</u>

- For those of you who took a class online last semester, you will use the same NetID and password that you used last semester. ***If you know your NetID and password, you can skip this section.***

- If this is your first time taking online or LRON class with us, below are instructions on how to find your NetID

NET ID LOOK UP AND PASSWORD RESET

- Go to our website, www.nwcc.edu and click on the blue "myCommNet Login" button.
- Once you are there, below the Login Button click on "NetID Lookup" (see below).
- After answering the questions, it will give you your NetID/Student ID number. Once you have that you can login if you remember your password.
- If you have never logged in before, please follow "Step 1" on the reverse side of this page.
- If you have logged in before, but do not remember your password, you can click on the "Reset your password" link (see below).
- If you need further assistance, you can call 860-723-0221 for 24/7/365 for assistance with password resets.

How to log in and access your online class

~~Step 1~~

LOGGING IN FOR THE FIRST TIME:

https://myCommNet.edu – click the red "Log In" box
Enter your "NetID". This is your student ID number followed by @student.commnet.edu
(example: 01234567@student.commnet.edu).
Your FIRST password is made up of the following information:

[NOTE: if you took an online class last semester, you will need to log in with your password]
- First three letters of your birth month (first letter capitalized)
- The "&" symbol
- Last four digits of your social security number.
  - EXAMPLE: Jan&6789
- During your first log in, you will be prompted to change your password

  NEW PASSWORD REQUIRMENTS:
- Must be at least 8 characters
- Contains 3 of the following 4-character types:
  - UPPER CASE letters (A-Z)
  - lower case letters (a-z)
  - numbers (0-9)
  - Special characters (#$&%)
- Passwords cannot be reused & cannot contain any personal information
- If you are having trouble with your password and need it reset, you can call 860-723-0221. Have your 8-digit Student ID number handy whenyou call.

  Once you have logged into myCommNet, you will have access to the following:
  - ***Blackboard for Students and Faculty (where your online class will be held)***
  - ***Student email account.***

~~Step 2 ~~

BLACKBOARD:
- Click the link "Blackboard" (right side of the screen). This will take you to Blackboard where you will see your online class listed. Click on the class to view the content.
- Essential Blackboard Skills for Students – this is an informational "course" that will help you become comfortable navigating Blackboard.

EMAIL:
- Your college student email account is also available by clicking in the "Access College Email box" (middle / bottom of the screen). You will want to monitor this account, emails from the college or from professors will be sent here.
  - These instructions have been emailed to this account!

HELPFUL LINKS: https://www.nwcc.edu/online-learning/