

HOW TO ACCESS INFORMATION ONLINE

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

Enter: your NetID and your password (*see explanation of NetID below*)

Click on: the “Student” tab

Click on: the hyperlink in the “Student Self-service” area

Select the appropriate option:

Account Summary - View your account detail by term, account summary, payment history and information related to your T1098.

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 - View your address(es), phone number(s), emergency contact information; update e-mail address (es); view name change & social security number change information; change your PIN.

Registration & Payment - Check your registration status; review charges and make payments; add or drop classes; display your semester course schedule.

Student Records - view your holds; display your grades and transcripts (print enrollment verifications for insurance companies, etc.); review charges and payments.

WebCT Vista - Logon to My WebCT/Vista to connect to your Distance Learning course or courses. You **must** use your six (6) character PIN when logging on WebCT. **DO NOT** enter more than six (6) characters.

HOW TO VIEW CURRENT COURSE OFFERINGS

Go to: www.ncc.commnet.edu

Select and click on: myCommnet

On login page: Click on Search for Courses

By Term: Select *appropriate* term

By College: Select "Norwalk CC"

By Subject: Select "all"

By Title: Leave "blank"

By Level: Select "credit"

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

By Instruction Type: Select "all"

Scroll down to bottom of screen-

Click on: Get Courses

HOW TO REGISTER FOR COURSES ONLINE

Go to: <http://my.commnnet.edu> or click on the myCommnet link on the NCC home page.

Enter: your NetID and your password (*see explanation of NetID below*)

Click on: the “Student” tab

Click on: the hyperlink in the “Student Self-service” area

Select and click on: Registration and Payment

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

Select the *appropriate* Term (for example Fall 2008)

Click on: Submit

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

Click on: Submit Changes

Scroll down to bottom of screen

Select: Initiate Payment

Select a Term: Choose *appropriate* term you are registering for

Click on: Submit

On Credit Card Payment Screen:

Credit Card: Choose Master Card or Visa *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 home page.
- Enter: your NetID and your password (*see explanation of NetID below*)
- Click on: the “Student” tab
- Click on: the hyperlink in the “Student Self-service” area
- Select and click on: Registration and Payment
- Select and click on: Student Detail Schedule or Student Schedule by Day and Time
- Select a term: Choose *appropriate* term
- Click on: Submit
- Print your schedule

SELF-SERVICE VERIFICATIONS OF ATTENDANCE

Go to: <http://my.comnet.edu> or click on the myCommNet link on the NCC home page.

Enter: your NetID and your password (*see explanation of NetID below*)

Click on: the “Student” tab

Click on: the hyperlink in the “Student Self-service” area

Select: Student Records

Select: Request for Enrollment Verification

Click on: NSC Self-Service-to access the National Student Clearinghouse self-service site

Select: Current enrollment or all enrollment

Click on: Obtain an Enrollment Certificate to print and mail to a health insurer or other company

Your Enrollment Verification Certificate will appear.

HOW TO ACCESS STUDENT RECORDS

Go to: <http://my.comnet.edu> or click on the myCommNet link on the NCC home page.

Enter: your NetID and your password (*see explanation of NetID below*)

Click on: the “Student” tab

Click on: the hyperlink in the “Student Self-service” area

Select and click on: Student Records

Select and click on:

- View Holds
- Midterm Grades
- Final Grades
- Academic Transcript
- Account Summary by Term
- Account Summary
- Select Tax Year
- Tax Notification
- Title IV Authorization
- Request for Enrollment Verification
- View Student Information
- Direct Deposit Enrollment

Select a Term: Choose *appropriate* term

Click on: Submit

HOW TO ACCESS RECORDS OFFICE FORMS

Go to: www.ncc.commnet.edu

Select: Current Students

Select and click on: Records Office Forms (in 3rd column)

On the next screen you can print or view the following forms:

- Address Change
- Audit Request
- Change of Major Form (includes list of majors)
- Change of Schedule (Add/Drop)
- Course Registration
- Declare a Major (includes a list of majors)
- Fresh Start (for some readmit students)
- Graduation Application - Degree Program
- Graduation Application - Certificate Program
- Online Access Brochure
- Reissue Student ID / Reset Password
- Transcript Request
- Tuition Refund Request

WHAT IS NET ID AND WHAT IS IT USED FOR?

Net ID is a Windows Active Directory account that is uniquely assigned to each Connecticut Community College (CCC) student. It serves as your login to PC workstations throughout the NCC campus.

If you are a student, your NetID is composed of the following two items:

- Username: Student ID (without the “@”)
- Domain: @STUDENT.COMMNET.EDU

Example: A student with a Student ID of @87654321, will have the following NetID:
87654321@STUDENT.COMMNET.EDU

Q: What is my initial Net ID password?

A. The initial password for all new NetIDs will be based on a combination of personal information (birth date and social security number). Specifically, the following three items will make up the initial password:

1. 1st three characters of birth month (with first letter CAPITALIZED)
2. Ampersand character - **&**
3. Last 4 digits of Social Security Number

So, for a user with a birth date on 10/24/79 and Social Security number of 123-45-6789, then the initial password would be: **Oct&6789**

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

Q: What if I forgot my NetID password?

A. You can go to the following website to reset a lost or forgotten NetID Password:
www.commnet.edu/netid/password.aspx

Prior to resetting a password, you will have to verify your identity by entering a combination of personal information:

- Social security number (last 4 digits)
- Birth date (month, day, year)
- Provide the answer to your security question

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

A. If you are unable to use the Reset Forgotten Password utility because you have missing or incorrect identity information (Social Security Number, Date of Birth), then you need to take the following two actions:

- Contact the Information Technology Department at (203) 857-6800 for help resetting your password.
- Contact the Registrar’s Office to verify and/or correct the Social Security Number and/or Date of Birth information that is in the database. Be prepared to verify your identification with a valid picture ID (driver's license or passport). This can **only** be done in person.