myCommNet

myCommNet gives you the ability to access information you need with a single sign-on. You will use myCommNet to view and update your financial aid package, student records and registration information, as well as to access college email.

**HOW TO LOG IN TO YOUR ACCOUNT**

1. Go to http://my.commnet.edu

2. **myCommNet**
   
   Log in to myCommNet to access Banner, Blackboard & Email

   NetID
   
   Enter your 8-digit NetID number followed by @student.commnet.edu (note that the@ sign goes after the ID number)

   (Example) 01234567@student.commnet.edu

   Password
   
   Your initial password is made up of the following personal information:
   - 1st three letters of your birth month (first letter capitalized)
   - The "&" symbol
   - Last four digits of your Social Security Number

   (Example) Oct&6789

   Forgot your password?

   NetID Lookup
   
   Need your initial password
   
   Reset Your Password
   
   New User Information

   3. If you have entered your login and password successfully, you will receive a message that reads “Your password must now be changed.”
   
   Click “Yes” and you will be redirected to the “Password Change” screen. If you have NOT entered your login and password successfully, after three attempts, your account will be locked. You will need to try again in 30 minutes, or have your password reset (in-person only with photo ID) at the Registrar’s Office in K516.

   4. Change Password: Follow the prompts for password change.

   5. Create New Password: Follow the instructions carefully.

   (example: Mountain 9%)
   - Must be at least 8 characters long
   - Must start with a capital letter
   - Must contain at least 1 number
   - May contain non-alpha, non-numeric characters (%, ^, etc.)

   6. Choose a Security Question: As long as you remember the answer to your security question, you will be able to access your myCommNet account, even if you forgot your password.

   The security questions drop-down menu offers different options. Choose one that has an easy, one word answer that doesn’t need a capital letter, hyphen, abbreviation, or other unique characters.

   **ACCESSING COLLEGE EMAIL**

1. Log in to myCommNet (see left). Be sure to use your newly changed password when logging in.

2. Click either the Email icon or the Log in to Student Email link.

   ![Email Icon]

   **myCommNet**

   **Student Email**

   Access your student email account (Office 365). All official information from the colleges is sent to the college issued email address.

   Your CCC issued email address

   Log in to Student Email using your NetID and Password

   Videos

   Student Email FAQs and College Contacts

3. You will be prompted to re-enter your username and passcode.

   ![Login Form]

   Log in to email using your NetID and password – the same as you use to log in to myCommnet.

4. For additional information on your College assigned email, including instructions on how to forward your email messages, visit the "Useful Links" section of our website at my.commnet.edu/admissions.

**myCommNet Alert**

The myCommNet Alert system enables college officials to communicate with students, staff, and faculty in minutes by sending a message through multiple contact methods—including email, phone calls, or text messaging. Critical information such as weather-related delays and closings or emergency notifications are sent through this system.

Students are automatically enrolled in myCommNet upon registration. You may update your contact preferences by clicking in the myCommNet Alert box on the myCommNet Homepage. You may also be asked to fill out the form upon entering Banner Self-Service.