

# myCommNet Quick Reference Guide

<http://my.commnet.edu>

---

## **To View a Schedule of Classes - <http://my.commnet.edu>**

1. Under Public Resources (right side of screen) click Search for Courses
2. Search by term (select the semester), by college (select Northwestern), and by level (select credit). Leave other fields as they default.
3. Click "Get Courses"

## **New NetID Users**

- Your NetID is your 8-digit student ID number followed by @student.commnet.edu  
Example: [12345678@student.commnet.edu](mailto:12345678@student.commnet.edu)
- Your initial password is made up of the following
  1. The 1<sup>st</sup> 3 letters of your birth month (the 1<sup>st</sup> letter is capitalized)
  2. The "&" symbol
  3. The last 4 digits of your Social Security Number**Example: Jan&6789**
- You will be prompted to change your password the first time you login. Please follow the guidelines given on how to create a Strong password.

## **Log in**

1. Enter NetID and Password
2. Click on **Student tab**
3. In Student self-service channel (box) click on "[Click here to access your student/academic records](#)"
4. Select - Northwestern CT Community College

***You are now at the Main Menu. This is the starting point for all of the instructions listed below.***

## **To Register**

1. Click - Registration & Payment
2. Click – Register (Add/Drop classes)
  - Enter CRN's in boxes provided - click submit
3. Make Payment
  - Click "Initiate Payment Step 2"
  - Fill in the Credit Card Information and payment amount

## **To Drop a class(es)**

1. Click - Registration & Payment
2. Click – Register (Add/Drop classes)
3. Find the class you want to drop
4. In the box under "Action" select Drop/Delete Web
5. Click – Submit Changes

**NOTE: Payment is required at the time of registration. If payment is not made, you will be dropped from your class(es).**

## **To Get Grades**

1. Click – Student Records
2. Click – Final Grades
3. Select a Term – submit
4. Final grades will display – can be printed

### **To Get an Unofficial Transcript**

1. Click – Student Records
2. Click Unofficial Transcripts
3. Select Transcript Level – submit
4. Unofficial Transcript will display – can print

### **To Get an Official Transcript**

1. Click – Student Records
2. Click Request Official Transcripts
3. Follow the prompts and provide exact college name, office, and address where you want the official transcript mailed

### **To Get an Enrollment Certificate**

1. Click – Student Records
2. Click – Request for Enrollment Verification
3. Click – NSC Self-Service
4. Click – Obtain an Enrollment Certificate
5. Enrollment Certificate will display – can print.
6. Click – Logoff. This will log you off the National Student Clearinghouse.

### **How to find your Advisor and Major**

1. Click – Registration & Payment
2. Click – Check Your Registration Status
  - Select the current termThe name of your advisor will be listed

### **Print a Schedule**

1. Click – Registration & Payment
2. Click – Concise Student Schedule (be sure that you selected the correct term)

### **Updating your Email Address**

1. Click – Personal Information
2. Click – Update Email Addresses
  - a. Insert or update “Personal Email”