

myCommNet Quick Reference Guide

<http://my.commnet.edu>

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

1. Under Other 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
- Your initial password is made up of the following
 1. The 1st 3 letters of your birth month (the 1st 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. Click – "**Banner Self Service**" (top right side of screen) **OR** in the Student Self-Service 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.

Blackboard Vista

1. To access your online class - Click - "**Blackboard Vista**" (top right side of screen)

To Register

1. Click - Registration & Payment
2. Click – Register (Add/Drop classes)
 - Enter CRN's in boxes provided - click submit
3. Make Payment
 - Click on the Credit Card logos "Click Here to Pay"
 - 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 term
The name of your advisor will be listed

Print a Schedule of Classes

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

Print a Summary of Charges & Payments

1. Click – Registration & Payment
2. Click - View Account Summary (shows payment information)

Updating your Email Address

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