

## New to myCommNet?

myCommNet allows students the ability to access information they need with a single sign-on. You may use the Student Self-Service area in myCommNet to view and update your financial aid package, student records, advisor and registration information. After the initial login, you will be instructed to change your password.

## ■ GETTING STARTED

**NOTE:** Steps may vary depending on your log in and/or user status.

### Logging On for the First Time:

Your NetID is your Banner ID with “@student.commnet.edu” following the numbers (i.e. 12345678@student.commnet.edu). Your initial password is made up of the following personal information:

1. First 3 characters of your birth month (with first letter capitalized)
2. The “&” symbol
3. Last four digits of your Social Security Number, example (Dec&4321). The password is case-sensitive.
4. You will be prompted to change your password.

### Passwords Must Follow These Rules:

- Must be eight characters long
- Contain three of the following four character types:
  - Upper case letters (A-Z)
  - Lower case Letters (a-z)
  - Digits (0-9)
  - Special characters (!@#&\$)
- Must not be the same as your previous password
- Cannot contain any part of your username

### Change/Reset Your Password:

You can reset your password via home page of the my.commnet.edu page.

If you have difficulties please visit the Records Office or the Computer Lab with a student or picture ID.

## ■ HOW TO

### Register Online Using myCommNet:

1. Go to my.commnet.edu
2. Login using your NetID and password.
3. Click on “Banner Student and Faculty Self-Service”
4. Click on “Registration”
5. Select term (term selection)
6. Class registration
7. Submit changes
8. Follow prompts to initiate payment.

### Find Your Advisor:

To see who your current advisor is and what major you are:

1. Go to my.commnet.edu
2. Login using your NetID and password.
3. Click on “Banner Student and Faculty Self-Service”
4. Go to “Student Records”
5. Click on “Advisor and Major.”

## **View Class Schedule:**

To print out your class schedule using myCommNet:

1. Go to my.commnnet.edu
2. Login using your NetID and password.
3. Click on “Banner Student and Faculty Self-Service”
4. Click on “Registration/Schedule”
5. Click on “Student Schedule.”

## **Verify Enrollment:**

To print out your Enrollment Verification using myCommNet:

1. Go to my.commnnet.edu
2. Login using your NetID and password.
3. Click on the “Banner Student and Faculty Self-Service”
4. Click on “Student Records.”
5. Click on “Enrollment Verification Request.”
6. On “NSC Self-Service” (direct connect to National Student Clearinghouse)
7. Click on “Obtain an Enrollment Certificate.”
8. Print your certificate.

## **View, Print Grades/Transcripts and Request Official Transcripts:**

To print your unofficial transcript, final grades, or request official transcripts:

1. Go to my.commnnet.edu
2. Login using your NetID and password.
3. Click on the “Banner Student and Faculty Self-Service”
4. Click on “Student Records.”
5. Click on “Grades/Registration History”

## **Update your Address and Phone:**

1. Go to my.commnnet.edu
2. Login using your NetID and password.
3. Click on the “Banner Student and Faculty Self-Service”
4. Click on “Personal Information.”
5. Click on “Address and Phone Information”
6. Click “current”

## **Access Online Class Material:**

To access your online class material using BlackBoard Learn:

1. Go to my.commnnet.edu
2. Login using your NetID and password.
3. Click on the “Blackboard” channel.
4. Click on the appropriate semester and select your course.

myCommNet.edu