Logging In

In order to log into campus computers or systems, you need a NetID and a password. All faculty and staff are given a NetID at time of HR application processing.

Log in Procedures for New Users/Faculty or Staff

USERNAME: Your 8-digit Banner number with the “@” sign after it, and then “student.commnet.edu”.
   For example: 12345678@gwcc.commnet.edu

PASSWORD: Your first-time password is the first three letters of your birth month, with the first letter capitalized, and ampersand (&, which is Shift/7), and the last four numbers of your Social Security number. (Remember, when typing the first letter of your birth month always use the Shift key to capitalize the letter, do not use Caps lock.)
   For example: Dec&1234

You will then be prompted to change your password to a complex password, which must be a total of at least 8 characters, and must include at least 3 of the following types of characters:

- Capital letter
- Lowercase letters
- Numbers
- Special characters (for example, !, $, #, %)

NOTE: If your contract was just submitted to HR. Please, allowed 24 hrs before you attempt to log in. Your password will be the same as the new users.

Remember- you will be prompted to change your password every 180 days.

BE SURE TO LOG OFF EACH TIME YOU HAVE FINISHED USING A COMPUTER! - PRESERVE YOUR PRIVACY!

Note: Your NET ID username and password is required to log on to any computer in the college and to myCommNet (http://my.commnet.edu) for access to Blackboard, Banner Self Service (grades, schedule, financial aid, and transcript), Library Databases and Online Tutorials.
Computer Log In Procedure for New Users (Faculty/Staff)

Press and hold down in sequence the Alt, Ctrl and the Del keys.

You will now see a box with three lines, the username, password, and the log on to.

The username is your Banner number without the @ symbol, and with the college domain typed with it- for example, 12345678@gwcc.commnet.edu

Your initial password is the first three letters of your birth month, with the first letter capitalized, the & symbol, and the last four digits of your Social Security number.

If you are “homed” at another college, please use that college’s abbreviation in the domain part of the username.

Once you log in for the first time, you will be prompted to change your password.

**Password Requirements:**

The following requirements must be followed when selecting a NetID password.

- Password must be at least eight characters.
- Password must be complex and difficult to guess. A password must contain characters from three of the four categories:
  1. Uppercase characters (A through Z)
  2. Lowercase characters (a through z)
  3. Numeric digits (0 through 9)
  4. Special characters (for example, !, $, #, %)
- Password must not contain all or part of the user's NetID account name.
- Password must differ from previous passwords.
- Password is forced to change every 180 days, but users can change them sooner.

Please note- if you taught last semester, or teach at another CCC college, please use the same password you have used previously. If your password has expired, the system will prompt you for a password change.

If you experience problems with your Net ID, please go to the website

https://supportcenter.ct.edu/NetID/lookupnetid.asp

If you still have problems, please call ext. 2040 for assistance.

Please make sure you go to Self-Service Banner in the MyCommnet portal to set up your security question. Without the security question, you cannot use the password reset website at

https://supportcenter.ct.edu/NetID/PswdMenu.asp