At Gateway we utilize a state-of-the-art software portal called myCommNet, which allows you to access your grades, schedule, online coursework, and library databases, all with the same NetID (Username and Password). You can access the software portal at http://my.commnet.edu.

**Your NetID**

Your username and password is referred to as your NetID. As Faculty or Staff, your NetID is composed of the following two items:

1. Username: Banner ID (without the “@”)
2. Domain: @gwcc.commnet.edu

For Example: A Faculty with a Banner ID of @01234567 will have the following NetID:
01234567@gwcc.commnet.edu

**Setting Up Your Password for the First time**

The initial password for all new NetIDs will be based on a combination of personal information of your date of birth the -& and the last four numbers social security number. Specifically, the following three items will makeup the initial password:

1. **1st three characters of birth month** (with first letter capitalized)
2. The ampersand character — &
3. **Last 4 digits of your Social Security Number**

For example, a user with a birth date of 10/24/79 and social security number of 123-45-6789 will have the initial password of: **Oct&6789**.

You will be forced to change your password the first time you logon. This password will be good for 180 days, at which time the system will ask you to change your password again.

**Further Information & Assistance**

- For full information on your NetID, please go to [http://www.commnet.edu/netid](http://www.commnet.edu/netid)
- For information on how to access your account and how to navigate myCommNet, please go to [https://my.commnet.edu/site/faq.html#login](https://my.commnet.edu/site/faq.html#login)
- For technical support information on myCommNet, such as how to configure your computer for the best user experience, please [Contact Information Technology](#)

**Please Note**—If you have a problem with your NetID and password, assistance cannot be given via email. You must call in at 203-285-2040 and verify your account or come to the campus in person. We will gladly help you so that you have the best experience possible on our systems.