

## What Employees Need to Know

### What is it?

- myCommNet is a web portal that gives users the ability to access needed information with a **single sign-on**.
- At go-live, on **November 21, 2007**, myCommNet will be the **only point of access** for Blackboard Vista, Student Self-Service, Faculty and Advisor Self-Service, Finance Self-Service, and off campus access to library reference databases.
- Existing points of access to Blackboard Vista, Self-Service and off campus library databases will be re-directed to the new myCommNet portal.
- myCommNet will serve as the entry point for some existing systems. Once logged in, users can link to existing systems; it does not change them. Existing systems continue to be used as they currently are. For example, colleges still control the web admissions process and Blackboard Vista.
- The implementation of myCommNet is a phased approach. In Phase 1 there will be a single myCommNet look and feel. This phase is the building block of future phases with college-controlled content and channels.

### The immediate benefits

- Users only need to remember one account name and password to log on. Existing NetIDs and passwords become the key to accessing myCommNet. For more information about NetIDs, please visit: [www.commmnet.edu/netid](http://www.commmnet.edu/netid).
- Colleges only need to support one set of IDs. Currently colleges support a Net ID and password, a Self-Service & Blackboard Vista ID and PIN. These are generally supported by different departments at each college and can be challenging for users.

### The potential issue

- When myCommNet is unavailable, Blackboard Vista, Student Self-Service, Faculty and Advisor Self-Service, Finance Self-Service, and the off campus access to library reference databases will be unavailable as well. Although planned down time will be needed for production upgrades, the community college system has a technical solution in place to limit unplanned downtime.

### Web Address

<http://my.commmnet.edu>

### What will I need to access via myCommNet?

- Faculty and staff will use their NetID and password (the ID and password used to access office computers) to log in to myCommNet.
- Although all employees will have access to myCommNet, the only functions that will require myCommNet to be accessed is Faculty and Advisor Self Service and Finance Self Service. There will be links in the faculty and employee tabs. You will continue to access all other functions as you do today. How you access INB Banner, desktop mail, Core-CT and any other items will not change.

### How do I get a myCommNet password reset?

- STAFF who are having login difficulty should contact:  
**IT Help Desk** <https://www.nvcc.commmnet.edu/webapps/helpdesk/>
- FACULTY and STUDENTS may use the web reset utility at: [www.commmnet.edu/netid/password.aspx](http://www.commmnet.edu/netid/password.aspx) You will need to provide the last 4 digits of your Social Security Number, date of birth, and answer to your security question. If the web reset utility is unsuccessful, contact:  
**FACULTY – IT DEPARTMENT (E604) or IT Help Desk**  
<https://www.nvcc.commmnet.edu/webapps/helpdesk/>

**STUDENTS – RECORDS DEPARTMENT (K516)**

### **Once inside myCommnet, how do I get assistance?**

- There is a “Help” tab located inside myCommnet. There you find basic portal information and navigational assistance.
- If additional myCommNet assistance is required, contact:
  - “My Courses”/ Blackboard Vista- [www.nvcc.commnet.edu/distlearn](http://www.nvcc.commnet.edu/distlearn)
  - Banner Online Student Self-Service- Records (K516)
  - Library Resources- 575-8024
  - Faculty and Advisor Self-Service- Joan Arbusto K517 575-8091 or Debbie Sabia E604 596-8665

### **What other resources are available?**

Help tab within the portal

FAQ help on login page

Pre-go live web site ([www.commnet.edu/portal](http://www.commnet.edu/portal))

Navigation tutorial (Link)

Brochure PDF

Screen shots

Documents – brochure, bookmarks, posters, “What every employee needs to know” and “An Employee Guide to What Every Student Needs to Know”

Council and college presentations

### **The Implementation Team**

- myCommNet is a significant undertaking, requiring representation from all areas of the organization. The team reflected this. It consists of College and System Office employees. College members were selected by college presidents or nominated by councils.

### **The end?**

- This is just the beginning. There is more to be evaluated and installed:
  - Bring together and display relevant information that matters to the individual logging on.
  - Tailor information to specific users/user groups.
  - Deliver Banner channels for student-, faculty- or employee-specific information.