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

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.commnet.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.commnet.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 and Print Grades/Transcripts:
To print out your unofficial transcript and/or final grades using myCommNet:
1. Go to my.commnet.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.commnet.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.commnet.edu
2. Login using your NetID and password.
3. Click on the “Blackboard” channel.
4. Click on the appropriate semester and select your course.