



## EMPLOYEE ACCOUNTS FOR FACULTY

### **Network/ Email account:**

- **Purpose:** to provide network authentication when working on the CCAC network and corporate email communications
- **Getting Started:** Access must be requested by the Dean or Associate Dean (Credit) or Director (Non-credit) via the Network Account request form found at <http://www.ccac.edu/default.aspx?id=139156>.
- The account username will **usually** be [FirstInitialLastName@ccac.edu](#) (asmith@ccac.edu); exception will be if there is already a current employee with the same account name.
- The network account will provide access to College PC's, Outlook email, Blackboard, Library resources, and access to Student Opinion Survey results.
- Faculty may also maintain a secondary academic email account for student correspondence. Email address will be [username@acd.ccac.edu](#). This account is automatically created for faculty. Log in at <http://webmail.acd.ccac.edu/>. More information found at <http://www.ccac.edu/default.aspx?id=146208>.
- Faculty may also maintain a personal webpage through our Academic Publishing service. Website URL will be <http://web.acd.ccac.edu/~username>. More information found at <http://www.ccac.edu/default.aspx?id=146209>.
- **Password change:** The network password must be changed every 90 days, according to network security requirements.
- Need to **change your password from home** or outside the College network? Go to <http://entrypoint.ccac.edu> to change your password remotely. This works even when your password has expired, as long as you remember your existing password. **Forgot your password?** Call the ITS Helpdesk.
- See <http://www.ccac.edu/default.aspx?id=149888> for more information on network account procedures.

### **CCAC Central account:**

- **Purpose:** to provide access to rosters, student records, attendance reporting, grade submission, payroll advices and more
- **Getting Started:** faculty will create their own account and password at the CCAC Central website at <https://ccaccentral.ccac.edu/WebAdvisor/WebAdvisor>
- The account username **may** be the same as the network account username; however the username is often provisioned with a truncated username and numbers (eg, asmit05), especially if the employee attended previously as a student.
- See <http://www.ccac.edu/default.aspx?id=139157> for more info.

### **NOTE:**

- The Network account and CCAC Central account are maintained as two separate accounts, even though the usernames may be the same. Password maintenance must be performed separately with each account.

***These services are explained in depth online at the Talkin' Tech page:***  
<http://webdev.ccac.edu/talkin/classroom.htm>

Problems or Questions: Call the ITS Helpdesk at 412.237.3275



## NETID – ACCOUNTS FOR STUDENTS

### **Network/ Email account:**

- **Purpose:** to provide network authentication when working on the CCAC network and access to Blackboard, student email, web publishing and other services.
- **Getting Started:** Students can create their own NetID by visiting <http://netid.ccac.edu>. Download the instructions for NetID at <http://www.ccac.edu/default.aspx?id=139085>.
- The account username will **usually** be [FirstInitialFirstFewCharactersLastNameNumbers@acd.ccac.edu](mailto:FirstInitialFirstFewCharactersLastNameNumbers@acd.ccac.edu) (asmit143@acd.ccac.edu).
- Students may also maintain a personal webpage through our Academic Publishing service. Website URL will be <http://web.acd.ccac.edu/~username>. More information found at <http://www.ccac.edu/default.aspx?id=146209>.
- **Password change:** The network password must be changed every 90 days, according to network security requirements.
- Need to **change your password from home** or outside the College network? Go to <http://entrypoint.ccac.edu> to change your password remotely. This works even when your password has expired, as long as you remember your existing password. **Forgot your password?** Contact the Campus Computer Lab.
- See <http://www.ccac.edu/default.aspx?id=149888> for more information on network account procedures.
- **Note:** If you or any of your students experience problems creating a NetID account, please contact the open lab at any location.

### **CCAC Central account:**

- **Purpose:** to provide students access to applications, test scores, search for classes, registration and payment, view schedule and account summary, financial aid awards and required documents, grades and student records, transcript and enrollment verification requests, and change address
- **Getting Started:** students will create their own account and password at the CCAC Central website at <https://ccacentral.ccac.edu/WebAdvisor/WebAdvisor>
- The account username **will** be the same as the network account username; however, students will manage this account separately from their NetID.
- See <http://www.ccac.edu/default.aspx?id=139157> for more info.

### **NOTE:**

- The Network account and CCAC Central account are maintained as two separate accounts, even though the usernames may be the same. Password maintenance must be performed separately with each account.
- **Password change:** Need to change your password from home or outside the College network? Go to <http://entrypoint.ccac.edu> to change your password remotely. This works even when your password has expired, as long as you remember your existing password.

Problems or Questions: Call or visit the Campus Computer Lab

Locations and hours: <http://www.ccac.edu/default.aspx?id=139097>