

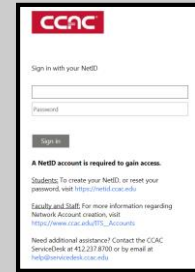
CCAC students are required to create a unique login to access academic network resources and use computers on campus. The unique login is created through a web-based application that generates a username for you when you request an account. NetID ensures a safer network environment for all CCAC users. Each individual that is issued a NetID assumes responsibility for all computer activity while their username is logged in. The NetID account provides access to these major CCAC resources:

About your CCAC NetID Account

MyCCAC Academic Portal

Use your NetID username and password to log onto the MyCCAC Academic Portal from any device using the browser of your choice. MyCCAC uses single sign-on technology and is a centralized location for all academic resources and information.

<https://my.ccac.edu>



Academic Web Publishing

Web publishing accounts will be available to students on the next day following creation of the NetID.



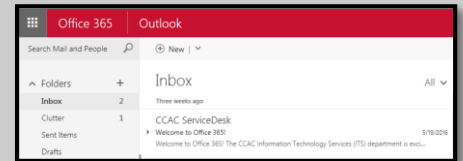
Academic Email

Your email will be available the next day following creation of the NetID. The address is set-up with this format:

yourNetID@acd.ccac.edu

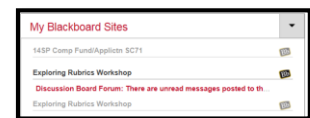
Academic Email can be accessed through the [MyCCAC Academic Portal](#)>My Email web part.

**You can also download and install Office 2016 on your home computer. Once logged into your Academic Email account, click on Office 365.*



Blackboard

Blackboard courses and course content can be accessed through the [MyCCAC Academic Portal](#).



CCAC Central e-Services

CCAC Central e-Services can be accessed through the [MyCCAC Academic Portal](#).



CCAC Library

EBSCOhost can be accessed through the [MyCCAC Academic Portal](#).



Campus Computer Logon

Use your NetID username and password to log onto the Windows and Apple computers on campus.



Use your NetID username and password to gain access to the following CCAC academic mobile applications:

Mobile Apps

- Ellucian Go! (reset your password, view grades, search and register for courses)
- Blackboard (learn anytime, anywhere!)
- Smart Thinking (online mobile tutoring)
- Panopto (view your instructors classroom recordings)
- Outlook Mobile App (receive your Academic email right on your mobile device!)



To learn more about these apps, visit [MyCCAC](#).

TO LOG INTO NETID ACCOUNT MANAGEMENT:

- 1) Navigate to <https://netid.ccac.edu/>
- 2) Click the Next button and enter the security verification code.
- 3) Enter your seven digit Colleague ID number making sure to enter any leading zeros. If you do not know your Colleague ID number, click on the Forgot Your Colleague ID link to start the Forgot Your Student ID Wizard.
- 4) Next, enter your last name.

TO CREATE A NETID ACCOUNT:

- 1) Log into NetID Account Management as detailed above.
- 2) Select Create Account.
- 3) Read the Computer and Electronic Resources Student Responsibilities Policy.
- 4) Enter a password that will be used as your NetID password.
- 5) Choose three security questions and enter their answers.
- 6) The web page will then present you with your NetID username. When you've written it down, click Exit.

TO CHANGE YOUR NETID PASSWORD:

- 1) Log into NetID Account Management as detailed above.
- 2) Select Change Password.
- 3) Enter in your NetID and current password.
- 4) Type in your new password twice and click Finish.

TO RESET YOUR FORGOTTEN PASSWORD:

- 1) Log into NetID Account Management as detailed above.
- 2) Select Reset My Forgotten Password.
- 3) Enter in your NetID and password security question answers.
- 4) Type in your new password twice and click Finish.

TO CREATE OR CHANGE PASSWORD RESET QUESTIONS:

- 1) Log into NetID Account Management as detailed above.
- 2) Select Create or Change Password Reset Questions.
- 3) Enter in your NetID and current password.
- 4) Choose three security questions and enter their answers.

ADDITIONAL NETWORK ACCOUNT INFORMATION:

- Students who have submitted the CCAC application for credit programs will have access to create their NetID upon acceptance to the college. Information regarding NetID creation will be available within the acceptance letter.
- Students currently registered for non-credit classes need to create a NetID. NetID creation is available up to 30 days prior to the term start date.
- NETID passwords must be changed **every 120 days!**
- Having trouble logging in? Your password may have expired. To change your password or access online services anywhere and anytime, go to <http://netid.ccac.edu>. Students can reset your password even if you have forgotten it by using your personalized security questions.

TO CREATE A NETID ACCOUNT ON A CCAC COMPUTER:

- 1) Log into a CCAC computer with the account:
Username: netid
Password: netid
- 2) Follow steps 2 through 4 from above.
- 3) Select Create Account.
- 4) Read the Computer and Electronic Resources Student Responsibilities Policy.
- 5) Enter a password that will be used as your NetID password.
- 6) Choose three security questions and enter their answers.
- 7) The web page will then present you with your NetID username. When you've written it down, click Exit.
- 8) If you need to change your password, or you have forgotten your password you may use the NetID account to access the NetID Account Management page.

Need Assistance? Students (Online Learning students too!) may call the **ITS Service Desk 412-237-8700** or visit any of the Campus Computer Labs to obtain assistance with setting up your NetID:

Allegheny, Room: SSC321 Boyce, Room: S588 North, Room: 2004 South, Room: L482