Network Account: Your Passport to CCAC Technology

CCAC employees are required to have a unique login to access the following resources. Network accounts ensure a safer network environment for all CCAC users. All employees assume responsibility for all computer activity while your username is logged in. Your network account is your private account. Do NOT share with anyone!

- Your email address will probably be FirstInitialFullName@ccac.edu.
- Call the ServiceDesk for assistance in creating your Outlook profile on your college PC.
- Log on to your email account from outside the college at: http://outlook.ccac.edu.
- Log on to Blackboard Learning Management System at http://courses.ccac.edu
- Log on to CCAC Central e-Services (for rosters, course lists, pay stubs, etc.) at https://ccaccentral.ccac.edu.
- Network account passwords expire and must be changed every 90 days!

**TO CHANGE YOUR PASSWORD**

**From a Campus PC:**

Press Control/Alt/Delete, Select Change Password.

**From Off Campus: Go to netid.ccac.edu**

1) Navigate to https://netid.ccac.edu/, and click Next.
2) Enter the CAPTCHA phrase (as seen in the image to the right) and click Next.
3) Enter your seven digit Colleague ID number making sure to enter any leading zeros. If you do not know your Colleague ID number, contact your supervisor so that they may assist you in obtaining your ID.
4) Next, enter your last name and click Next again.
5) Select Change Password and click Next.
6) Enter in your network username and current password and click Next.
7) Type in your new password twice and click Finish.

**Need Help?** Call the ITS Service Desk 412-237-8700. We do not change passwords via email due to the insecure nature of email systems.