MyCCC&TI

Caldwell Community College & Technical Institute
Portal/Technology Information for Students

Welcome to CCC&TI

The Information Technology Department here at the college works to provide all the tools you need to succeed as a student, including access to state-of-the-art hardware, software and other technology tools. To provide secure and consistent access to all of these tools, all curriculum students are provided with a MyCCCTI Portal account - one-stop, single sign-on access to student email, Moodle and Self Service.

- **Student Email**
  All official communication from CCC&TI will come to your student email account. Financial Aid, Admissions and Records, campus events and communication from your instructors will be sent to your student email.
- **Self Service**
  Create your academic plan, search and register for classes, view Financial Aid information, pay for classes, view your unofficial transcript and view your academic progress.
- **Moodle**
  Moodle is the access point for your college courses. Your Moodle account will not be activated until you have registered for your first semester's courses.

This brochure provides step-by-step, first-time login instructions to activate your MyCCCTI Portal account and create a personalized password.

The MyCCCTI Portal can be accessed from the link at the very top of the college website at www.cccti.edu.

To Activate Your Account

To activate your account, you must have this information available:

- Your Username *(First four letters of your first name and middle initial followed by the last five digits of your CCC&TI student ID#)*
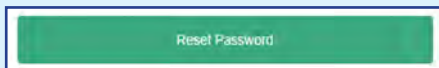- Your 7-digit Student ID#

My Username: _____

My Student ID#: _____

*Make sure to keep your Student ID# and all password information private to ensure the security of your student accounts.

Activate Account and Personalize Your Password

1. Access **MYCCCTI** from the homepage. (www.cccti.edu)

2. At the login prompt, click on **Forgotten Password (Students)**.

3. On the next screen, click on the **RESET Password** button and enter your CCC&TI Username and follow the prompts.

*The password cannot include any part of your name, must contain as least one capital letter, at least one number and must be at least 14 characters long.

4. After you have completed the Reset Password section, click on the **Enroll** button to establish your security questions.

Once you have established your password, you will use this same password for all CCC&TI login purposes.

For security, you will be required to change your password every 90 days.

Need help? Call us!

Morgan Duncan: (828) 726-2735
Angela Kirk: (828) 726-2629
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MyCCCTI FAQ

What is my username?
Your username is the first 4 letters of your first name + your middle initial + the last 5 digits of your student ID number.

Example: A student with the name Jane Kay Doe and student ID number 0123456 would have the username of janek23456.

Note: If your first name does not contain 4 letters, use your full name, middle initial and last 5 digits of your student ID number. If you have no middle initial, use the first 4 letters of your first name and the last 5 digits of your student ID number.

What is my Student ID number?
You have received your 7 digit student ID number on a small card in your welcome packet.

Connect to CCC&TI

The CCC&TI Wi-Fi network is available to students and campus guests. You can easily connect your laptop, tablet, or smartphone to the network and get online.

Computer Labs

CCC&TI offers four open-access labs, with a total of 100 networked computer stations. These labs are staffed with employees who can provide technical support. Note: Labs are closed during semester breaks.

Printing

Students must obtain a print card to print on campus. There is a print card kiosk anywhere you can print. Cards cost $0.50 and are reloadable. Black and white copies cost $0.10 and color copies cost $0.50.

Regroup Alert Messaging

Regroup is CCC&TI's alert messaging service that provides instant notices to students, faculty and staff regarding delays, closures and emergency alerts. You must select at least one campus to receive alerts from. Sign up for messages at www.cccti.edu/Regroup