



# 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 the start date of your first semester.

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](http://www.cccti.edu). (See screen shot at right.)



## **Before You Activate Your Account**

Before activating 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 Student ID#

My Username: \_\_\_\_\_

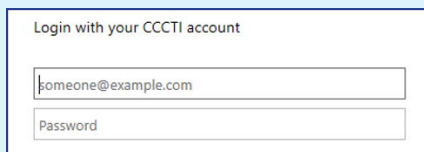
My Student ID#: \_\_\_\_\_

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

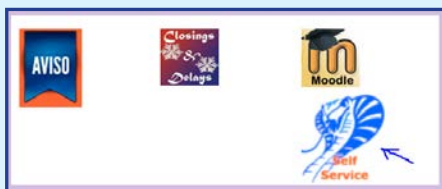
# Activate Account and Create Password

1. Click MyCCCTI at the top of the home-page.

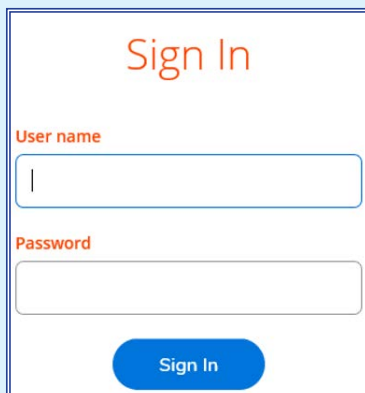
2. Log in with your CCCTI username followed by @students.cccti.edu. Your password is a capital C followed by your 7-digit student ID number followed by an asterisk (\*). Example: C0123456\*



3. Click on the Self Service Icon



4. Login to Self Service using your CCCTI username (do not include the @students.cccti.edu) and the same password.



From this point, follow the prompts to enter and confirm your new personalized password. The password cannot include any part of your name, must contain at least one capital letter, and at least one number.

*Once you have activated and reset your password, you will use this same password for all CCC&TI login purposes.*

My new password: \_\_\_\_\_

## **\*\*IMPORTANT\*\***

When logging into **MyCCCTI** or your **student email**, be sure to add the extension

**@students.cccti.edu** after your username.

Example: janek23456@students.cccti.edu

When logging into **Moodle** or **Self Service**,

**ONLY** use your username.

**DO NOT** add the @students.cccti.edu extension.

*\*Reminder: Moodle accounts are activated on the start date of your first semester.*

## 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.

### Need help? Call us!

Angela Kirk - (828) 726-2629

Susan Proietti - (828) 726-2735

Myra Moore - (828) 726-2701

### 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](http://www.cccti.edu/Regroup)