

NHTI Print System

NHTI extends free printing privileges in campus computer labs to students up to 350 pages each semester. In order to access printing privileges, you must login to the system using your NHTI Student Email Username and Password.

(See reverse side of this brochure for instructions on obtaining your Student Email Username and Password.)

Login for VISTA:

Username: students\email username
Example: students\jdoe123

Password: email password

Login for Windows XP:

Username: email username
Example: jdoe123

Password: email password

Log on to: students

When your number of printed pages reaches 280, you will receive a warning. If you request to print a job that will exceed your 350 page allotment for the semester, it will not print, and you will be instructed to go to the Bursar* to have more pages added to your account.

You may add pages to your account in increments of 100 pages for \$10 (10¢ per page); the Bursar* will post your payment to your account and increase your page allotment accordingly.

Students may appeal mechanical printing errors with evidence for credit consideration, on a case by case basis, to the nhtihelpdesk@ccsnh.edu; unintentional printing errors are not eligible for credit consideration.

*The Bursar's Office is located on the first floor of Sweeney Hall, Room 114, and is open Monday through Friday during normal business hours.

Get Connected to the NHTI Learning Community

NHTI, Concord's Community College provides support to help you get and stay connected to your faculty, fellow students, and the staff of the college.

Whether it is your Student Information System (SIS) account, your Student Email account, your Blackboard online course, or Printing on campus, follow these instructions and get connected today!

For questions contact

NHTI Helpdesk

nhtihelpdesk@ccsnh.edu

Helpdesk Hours:

Monday - Friday, 8 am - 4:30 pm



get connected to NHTI



Quick Reference Guide to Online Tools

- Student Information System
- Student Email System
- Blackboard
- Campus Print System

Start here . . .

Student Information System (SIS)

Access your academic information online using the Student Information System (SIS). Student Email and Blackboard usernames and passwords are available in the SIS. In addition, you may view your class schedule, grades, billing information, financial aid status, and academic history.

1. Go to www.nhti.edu
2. Click on the *Current Students* tab
3. Select *Student Information System*
4. Click on *Enter Secure Area*
5. Enter your User ID - Your User ID is your 9-digit computer generated student ID number. (Be sure to use the @ sign when logging in.)
6. Enter your Personal Identification Number (PIN) - Your PIN is your 6-digit date of birth (mmddyy) OR the last six (6) digits of your user ID. If neither number works, send an email to: nhtihelpdesk@ccsnh.edu

Helpdesk Hours:

Monday-Friday, 8 am—4:30 pm

Upon initial login, you will be prompted to change your PIN to another 6 digit number. You will also need to set up a security question. Once completed, you will be at the Main Menu of the SIS.

From the Personal Information link, you may access your usernames and passwords for Student Email and Blackboard.

From the Student link, you may access your class schedule and grades.

Student Email Account

Official CCSNH* email accounts are created automatically within 24 hours of course registration. This email account serves as the official account for all of your electronic communication with the college.

1. **Retrieve your Email address, username and password from the Student Information System (SIS).** (Follow SIS login instructions at left).
2. At the Main Menu of the SIS, select *Personal Information* then select *View Email Addresses* to view Email address.
3. Click the link at the bottom of the page to obtain Default Email Password.
4. Go to www.nhti.edu
5. Click on the *Current Students* tab
6. Select *Student Email*
7. Enter your Email Username - Your **email username** is your first initial, last name and the 3-digit number before the @.
Example: `jdoe123`
8. Enter your Email Password, then click *Log On*

Email help is available from the email login page:
<https://mymail.students.ccsnh.edu/>
Select the "Logon to e-mail" link.

* Member Community College System of NH.

Blackboard

Blackboard (Bb) is the online teaching software used by many faculty members at NHTI.

1. **Retrieve your Blackboard username and password information from the Student Information System (SIS).** (Follow SIS login instructions far left).
2. At the Main Menu of the SIS, select *Personal Information* then select *View Blackboard Username*. Your Blackboard Username and password information is displayed. (Note: Blackboard Usernames and Passwords are not available until six weeks prior to the start of each semester.)
3. Go to www.nhti.edu
4. Click on the *Current Students* tab
5. Select *Blackboard*
6. Click on *Login*
7. Enter your Blackboard Username
8. Enter your Blackboard Password

If you receive the message "You are not currently enrolled in any courses" it is because your instructor(s) has not yet made the course viewable to students or your instructor is not utilizing Blackboard. Your instructor will inform you if he/she is using Blackboard.

The Distance Learning Support Center can be accessed from the Blackboard direct URL:
<http://ccsnh.blackboard.com/>

See reverse for NHTI Print System.

Start here . . . go anywhere!