

# Get Connected to NHTI-Concord's Community College

## EasyLogin *It's as Easy as 1-2-3*

### 1. Access the Student Information System (SIS)

1. Go to [www.nhti.edu](http://www.nhti.edu) and click on the *Faculty and Staff* tab
2. Select *Student Information System*, then click on *Enter Secure Area*
3. Enter your NHTI ID # - (your ID is the 9-digit number beginning with the @ sign)
4. Enter your PIN -Your default PIN is your 6-digit birth date (mmddyy) OR the last six digits of your NHTI ID#. If neither number works, email: [nhtihelpdesk@ccsnh.edu](mailto:nhtihelpdesk@ccsnh.edu) Upon initial login, you will be prompted to change your SIS PIN to another number (6-15 digits). A security question will also need to be created.

NHTI ID#: \_\_\_\_\_

New SIS PIN: \_\_\_\_\_

### 2. Obtain EasyLogin Account Information from the SIS

Your EasyLogin is used to access the SIS, Email, Blackboard, and Library services (see reverse).

1. Once logged into the SIS, at the Main Menu select *Personal Information*, then select *Faculty EasyLogin Information*. If created, your EasyLogin username will display.
2. Your EasyLogin **password** may be obtained by contacting the NHTI Helpdesk at 271-6847, Monday-Friday, 8:00 a.m. – 4:30 p.m.

EasyLogin Username: \_\_\_\_\_

EasyLogin Password: \_\_\_\_\_

**Note:** EasyLogin passwords expire every 120 days! Be sure to enroll in the 24/7 password reset access as soon as you receive your EasyLogin username and password. (Step 3 below).

### 3. Create EasyLogin Security Questions for 24/7 Password Reset

Once you receive your EasyLogin username and password, enroll in the 24/7 password reset access.

1. Go to NHTI's homepage at [www.nhti.edu](http://www.nhti.edu) and select the *Faculty and Staff* tab.
2. Select the *Activate/Manage EasyLogin Account* link
3. Enter your EasyLogin username and password then create two security questions.

Once you enroll, you can use the "Activate/Manage EasyLogin Account" link to reset your password prior to the 120 day expiration date. Update your password before it expires by clicking the "Activate/Manage EasyLogin Account" link available from the NHTI homepage, Faculty & Staff tab at [www.nhti.edu](http://www.nhti.edu). You may also use the "Forgot EasyLogin Password" link to reset a forgotten password.

## **Use your EasyLogin to access the SIS, Email, Blackboard, Library Services from [www.nhti.edu](http://www.nhti.edu) – Faculty & Staff tab**

(See reverse for instructions on obtaining your EasyLogin information from the SIS)

**Student Information System** - Access the Faculty and Advisor Menu of the SIS to view your class schedule, class roster(s), enter grades, and view student information.

1. Go to [www.nhti.edu](http://www.nhti.edu) Faculty & Staff tab and select Student Information System
2. Enter your EasyLogin username and password

**Email** – Official CCSNH email accounts are created upon receipt of the user request form. This email account serves as the official account for all of your electronic communication with the college and should be the ONLY account used in communication with your students.

3. Go to [www.nhti.edu](http://www.nhti.edu) Faculty & Staff tab and select Email Outlook Web Access (OWA) [owa@ccsnh.edu](mailto:owa@ccsnh.edu)
4. Enter your EasyLogin username and password

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

1. Go to [www.nhti.edu](http://www.nhti.edu) Faculty & Staff tab and select Blackboard <http://ccsnh.blackboard.com>
2. Enter your EasyLogin username and password

Note: Remember to make your course(s) active to students once you have set up your site. The Distance Learning Support Center can be accessed from the Blackboard direct URL: <http://ccsnh.blackboard.com/>

**NHTI Print System** - Printing is available, but limited, in the campus computer labs. Each department is assigned a username and password that enables faculty to print in the labs. Please contact your department head to obtain login information. (Your EasyLogin will **NOT** work. When printing is not required, use general lab user logon credentials (instructions posted in the labs).

**Emergency Notification System** - NHTI ALERTS is the campus emergency notification system. Class cancellations, delayed openings and other emergencies are announced by phone, email and text messaging. To register for NHTI ALERTS, complete the NHTI ALERTS ENS Form in your Adjunct Handbook and submit to the Human Resources Department. You can also get these forms from your department administrative office or the Human Resources Office. Keep in mind the reliability of the NHTI ALERTS system is dependent on the accuracy of the contact information you provide – please update Human Resources with changes in your contact information.

**Classroom Computers** - Computers and overhead projectors are installed in all of the academic classrooms to aid in your course instruction. These computers have internet connectivity, DVD player capability, PowerPoint capability, and USB Flash Drive hook ups. The overhead projector and computer equipment also provide hookups for laptops. Please note that any files saved to the computer will be lost upon reboot.

**Questions:** Contact [nhtihelpdesk@ccsnh.edu](mailto:nhtihelpdesk@ccsnh.edu) or (603) 271-6847 – Monday-Friday, 8:00 a.m. – 4:30 p.m.