

Get Connected to NHTI Concord's Community College

NHTI EasyLogin Instructional video available at <http://www.youtube.com/watch?v=1CZT6a8TRIU>

1. Access the Student Information System (SIS)

1. Go to www.nhti.edu and click on the *Current Students* tab
2. Select the *Student Information System* link, 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 Upon initial login, you will need to change your expired SIS PIN to another number (6-15 digits). You will also need to create a security question.

NHTI ID#: _____

New SIS PIN: _____

Use the SIS to:

- * Obtain your EasyLogin
- * View your Class schedule, grades, and transcript
- * View and pay your bill
- * Access your financial aid status

EasyLoGin

2. Obtain your EasyLogin Account Information from the SIS

Use your EasyLogin to access the SIS, Student Email, Blackboard, Print System & Library Services.

Once logged into the SIS, at the Main Menu select *Personal Information*, then select the *Student EasyLogin Information* link. Enter your EasyLogin information below:

EasyLogin Username: _____

EasyLogin Password: _____

While on the EasyLogin Information page, be sure to select the *Activate/Manage EasyLogin Account* link at the bottom left to create your security questions to ensure 24/7 password reset access.

See reverse side for information on NHTI Alerts, Student Email and Blackboard



3. Enter your Emergency Notification System Contact Info

NHTI Alerts is the campus emergency notification system. College cancellations, delayed openings and other emergencies are announced by phone, email and text messaging. NHTI students automatically receive alerts via college email, but will need to register (opt-in) and provide their emergency contact information to receive alerts via phone, personal email or text messaging.

Once logged into the SIS, at the Main Menu select the Personal Information Menu, then select *NHTI Alerts – Emergency Notification System* and register for NHTI Alerts today!

4. Access your Student Email Account

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

Once logged into the SIS, at the Main Menu select the Personal Information Menu, then select *View Email Addresses*. Enter your student email address below:

Student Email Address: _____

Use your EasyLogin to access your email account from www.nhti.edu, Current Student tab, Student Email link

5. Access your Blackboard Account

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

Use your EasyLogin to access your Blackboard account from www.nhti.edu, Current Student tab, Blackboard link. **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 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/>

6. 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 log into campus computers using the following:

Username: students\EasyLogin username Example: students\jdoe123

Password: EasyLogin password (**provided to you in SIS**)

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’s Office 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.

Questions: Contact nhtihelpdesk@ccsnh.edu or (603) 271-6847 – Monday-Friday, 8 am – 4:30 pm 6/2/11