**Get Connected to NHTI-Concord’s Community College**

**Faculty**

1. **Access the Student Information System (SIS)**
   1. Go to [www.nhti.edu](http://www.nhti.edu) and select the **SIS Login** link from the black menu bar at the top of the page.
   2. On the SIS User Login page, enter your ID # (including the A) and your SIS 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 be prompted to change your expired default SIS PIN. Your new SIS PIN must contain numbers only (6-15 digits). You will also need to create a security question.

   ```
   ID#: __________________________________________
   New SIS PIN: __________________________________
   ```

2. **Obtain your EasyLogin Account Information from the SIS**
   Your EasyLogin username and password is used to access Blackboard, Email and future logins to the SIS.

   **Windows 10 Users** - To access the SIS using Windows 10 Edge browser, click on the three dots at the top right of your screen then select **Open with Internet Explorer**.

   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 230-4063, 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 Security Questions for 24/7 Password Reset**
   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).

   1. Go to NHTI’s homepage at [www.nhti.edu](http://www.nhti.edu) and select **myNHTI** from the black menu bar at the top of the page. Select the **Faculty & Staff EasyLogin Self Service** button from the Online Services page.
   2. 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 [www.nhti.edu](http://www.nhti.edu), Login Help link.

   **See reverse side for more important information**
Use your EasyLogin to access “myNHTI”

1. Exit the SIS and return to www.nhti.edu
2. Select the myNHTI link from the black menu bar at the top of the page.
3. Use your Easylogin username and password to access Blackboard, the SIS, or Faculty/Staff Email (O365) using the icons/links provided.

**Blackboard** - Blackboard (Bb) is the online teaching software used by many faculty members at NHTI. Remember to make your course(s) available 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/
Blackboard 27/4 Support is available to students and faculty: http://ccsnh.edusupportcenter.com

**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.

**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. Email is accessible at www.nhti.edu from the Login Help link on the black menu bar at the top of the page. See Faculty and Staff Email and Office 365. Direct URL is http://o365.ccsnh.edu

**Technology Services Helpdesk**
Accessible from https://helpdesk.nhti.edu/portal from the Login Help link on the black menu bar at the top of the page. Login with your Easylogin.

**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 or (603) 230-4063 – Monday-Friday, 8:00 a.m. – 4:30 p.m.