

## A Guide to Accessing your Student Accounts

STEP 1

### Log into the SIS and find your EasyLogin credentials

The **Student Information System (SIS)** is where you find your EasyLogin username & password.

1. Go to the CCSNH Online Resources page

<http://resources.ccsnh.edu>



2. Click on the **New Users** icon then select **Enter Secure Area**.
3. On the User Login page, enter your ID # including the A as your User ID.
4. If you have never logged into the SIS your pin will be your 6-digit date of birth (mmdyy format). If your date of birth does not work try the last six digits of your ID number.

**Note:** First time users must create a new PIN # (minimum 6 digits) and choose a security question.

5. At the SIS main menu select **Personal Information** then select **Student EasyLogin Information** to display your **EasyLogin username and default password**.
6. Click on the **Activate/Manage EasyLogin** link at the bottom of the page to enable the 24/7 password reset feature. You may also change your default EasyLogin password at this time. **Note:** Once you change your EasyLogin password the default password which displays in the SIS will not work.

STEP 2

### Access SIS, Email & Canvas using your EasyLogin credentials

Use your **EasyLogin** credentials to access your **SIS**, student **Email** and **Canvas** accounts. All of these accounts are accessible from the CCSNH Online Resources page: <http://resources.ccsnh.edu>.

#### Student Information System

View your class schedule, grades, transfer credits, student account, financial aid information and degree audit. Online Payment is also available in the SIS.

Direct Link: <http://sis.ccsnh.edu>

#### Student Email

Your college email account is the official means of all communication between you and the college. Be sure to check this email daily!

Direct Link: <http://o365.students.ccsnh.edu>

Your **Email Address** is your EasyLogin username followed by @students.ccsnh.edu (Example: jdoe123@students.ccsnh.edu).

#### Canvas

Canvas is the online teaching software used at CCSNH.

**Note:** Access your Canvas account **no sooner than 6 weeks** prior to the start of your class. Courses will not display in Canvas until your instructor makes them viewable to the class.

EasyLogin username: \_\_\_\_\_

EasyLogin password: \_\_\_\_\_

Please do not share your technology privileges with others.

For more information see the CCSNH System Policy for Acceptable Technology Use: [http://bit.ly/CCSNH\\_ITAcceptableUse](http://bit.ly/CCSNH_ITAcceptableUse).

## Questions?

Contact information for each college's help desk can be found on the right side of the CCSNH Online Resources page: <http://resources.ccsnh.edu>.