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 (mmddyy 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.


**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.