Technology Information for Students at CCCC

All currently registered students have three separate accounts:

- **Student Email / Campus Computer Network** – These two are connected on the same account.
- **Campus Web**
- **Moodle**

Student Email & Campus Computers

Go to www.capecod.edu and click on Student E-mail to access your student email account, and use this account to log in on any campus computer. Your campus computer login and student email login are connected on the same account. If you change the password for your email, you have also changed it for your computer login, and vice versa.

Username: **firstname.lastname@capecod.edu** Example: **john.doe@capecod.edu**

1st Time Password: **Capecod+studentID** *(Case sensitive, no spaces, and no "+")* Example: **Capecod123456**

Change Password: **From a campus computer:**
Log in on a campus computer, press Ctrl-Alt-Del, and then click on Change a password…
From a personal computer or wireless device:
Go to http://www.capecod.edu/password. (Note: Domain should always be set to CCCC.)

Lost Password: Contact the Help Desk for assistance with your Email/Campus Computer password.

Campus Web & Starfish

Go to www.capecod.edu and click on Campus Web where you can see your college bill, financial aid, registration, class schedule, advisor, unofficial transcript, Starfish, and more. To access **Starfish**, log in to Campus Web and click on the Starfish tab or the button in the upper right corner. Check your "My Success Path" box in Starfish to see if you have messages from your professor or advisor.

Username: **firstname.lastname** *(a period between first name and last name, no spaces)* Example: **john.doe**

1st Time Password: The first time you log in to Campus Web, use the **PIN** given or emailed to you by Registration.
Alternately, if you have access to your student email account, you can follow the instructions for "Lost Password", below.

Change Password: Log in, go to Personal Info (next to your name), and click on the Password tab.

Lost Password: Click on "I forgot my password" and a new password will be sent to your college email.

Moodle

Go to www.capecod.edu and click on Moodle to access your Moodle account. Moodle is the College's course management system.

Username: **firstname.lastname** *(a period between first name and last name, no spaces)* Example: **john.doe**

1st Time Password: **caPecod+studentID+$** *(Case sensitive, no spaces, no "+")* Example: **caPecod123456$**
Alternately, if you have access to your student email account, you can follow the instructions for "Lost Password", below.

Change Password: Log in to Moodle, click on My profile settings (on the left), and select Change password.

Lost Password: Select the "Lost password?" link and follow the instructions. An email message will be sent to your student email account with instructions for resetting your password.

Rules for New Passwords

New passwords must contain all of the following:

- At least 8 characters long (between 8 and 10 characters long for Campus Web)
- 1 or more UPPER CASE letters
- 1 or more lower case letters
- 1 or more numbers
- *For Moodle:* 1 or more non-alphanumeric symbol such as: ! @ # $ % & *

Passwords must not be the same as any previous passwords. Passwords must not contain your, account name, student ID number, or "Capecod". Passwords cannot be changed more than once in a single day.

Help

If you need assistance with any of these services, please contact the **Help Desk** at 508-362-2131 x4004, helpdesk@capecod.edu *(from your student email address)*, or visit them in the Open Computer Lab, Lorusso Applied Technology Building Room 116.
For Moodle help, you can email MoodleStudentHelp@capecod.edu *(from your student email address)*.

Usernames

There are some exceptions to the standard firstname.lastname format. Please check your username in the information given to you by Registration, and contact the Help Desk if you need assistance.

Password Tip

Here's a quick way to come up with a strong password that's easy to remember. *(Please don't use this example as your password because it has been published.)*

1. Take the first letter from each word in a phrase, i.e. "I really want a kitten for my birthday!" becomes **Irwakfmb!**
2. Make it a little more complex, so Irwakfmb! could become **iRw4KfmB%**
   - Vary uppercase and lowercase letters.
   - Use numbers or symbols in place of some letters. Examples: A=4 or @; E=3; I=!, L, or 1; S=5; T=7; etc.
   - Add or change symbols, i.e. &, ^, $, #, @, *, etc.

Campus Directory – Faculty & Staff Contact Information

Looking for the email address or phone extension for a CCCC faculty or staff member? For a full campus directory, go to www.capecod.edu, click on Contact CCCC (near the bottom), and then click on Online Campus Directory (on the right). Or you can go directly to http://www.capecod.edu/directory/index.html.

Computers for Student Use – Computers are available for student use in the following locations:

Open Computer Lab (Lorusso 116) – Thirty-six PCs for student use, staffed by Help Desk workers.
Hyannis Campus Open Computer Lab – Twenty-four PCs for student use, open 8am-3pm Wednesdays and Thursdays only.
Wilkins Library – Thirty PCs for student use.
Writing Resource Center (South 108) – Staffed with personnel to help students with writing assignments of any type.
Math Lab (Science 112) – Five PCs for student use, staffed with personnel to help students with Math assignments.

---------- *Please – No food, drinks, or cell phone use in the computer labs.* ----------

Printing

All general use campus computers will print to a network printer nearby. Students can print in any of the computer labs or the Library. At the beginning of each semester, every student is allotted 150 printed pages for free. After the first 150 pages have been printed, students can go to the Business Office to purchase an additional 150 pages for $10. The campus printers are for academic use only.

Storage Space on the Campus Network

Each student account has access to the following storage spaces on the campus network. These network drives are only accessible from campus computers (not from personal computers or mobile devices). Log in on a campus computer and go to Start → Computer to see them.

Your "Y Drive" This drive can be found in My Computer as [your-username] on 'FS1' (Y:). Only the Y drive owner and network administrators have access to Y drives. Each student is assigned their own personal storage space on the campus network. Your Y drive is a great place to back up your work for safe-keeping (in case you lose your USB drive or your computer crashes). IMPORTANT: Save your files to your Y drive instead of on the classroom or lab computer itself because files saved to those computers are automatically deleted whenever the computers are restarted.

The "Common Drive" Also known as the "X drive", this drive can be found in My Computer as common on 'FS1' (X:). Anyone can save files to the Common drive, and anyone can view, change, or delete files that are on the Common drive. Anyone can temporarily post files to be shared with any students, faculty, or staff. Because files saved here can be modified by anyone, it's easy for multiple people to collaborate on the same file. IMPORTANT: Files are automatically deleted from this drive after a short period of time.

The "Faculty Drive" Also known as "the W: drive", this drive can be found in My Computer as faculty on 'FS1' (W:). Only faculty and staff can save files to the Faculty drive. Anyone can view or save copies of files that are on Faculty drive. Faculty and staff can post files publicly to be shared with students or other faculty and staff.

Wireless Access on Campus

Wireless internet access is available in all buildings of the main campus and the Hyannis Center. No password is needed on the main campus for "CCCC_Public". Please ask the receptionist at the Hyannis Center for the Wi-Fi password there.