Columbia State Community College PVT and Self-Service Logon Information

General logon information you may not know:

New students (who have never attended Columbia State) automatically are set with a password of their 6-digit birth date (mmddyy).

Any student who cannot remember their PVT username may logon to any campus computer using Help as the username, with no password and receive information on how to find their PVT Username. It is a simple, step by step procedure they should be able to follow.

Returning students – may have the same password as last login, or may need a password reset by Information Technology staff if they cannot remember. Students are able to reset their password without knowing their old one. For password reset instructions go to http://helpdesk.columbiastate.edu/. This will require a student to know SSN and PIN. This year because of Banner Self-Service, you can no longer assume the PIN is the 6-digit birth date since students may have accessed Self-Service and changed it.

WebCT logon issues are being handled by the Helpdesk at 2650. Their WebCT login should match their PVT login name and password. We also have a few classes in D2L, and the username and password for those classes are also PVT-based.

The Self-Service logon is an ID made up of social security number or a Banner ID (an “A” number) with birth date (mmddyy) as the PIN unless it has been changed. Students who cannot remember their Self-Service ID or PIN should consult the information found on the Self-Service web page.

*** Please note – Student ID and PIN numbers to access Self-Service are not modified by IT staff. Those students needing assistance with this must contact Records and Registration at 2790 or if dialing from off-campus 931-540-2790.****

Hopefully Helpful Definitions:

PVT – means “private” network – private to Columbia State

Username – in the PVT world, this is the name you use to login to a campus computer or electronic mail, not to be confused with User ID; Information Technology assigns it and manages it, typically made up of your first initial, last name and maybe a number at the end (example – John Smith jsmith1, Jane Smith jsmith2) – you need a password to complete the login process

Password – coupled with the username will get you into campus computers and electronic mail; initially set as your 6 digit birth date – (or at least the birth date you told us about), not to be confused with PIN; The IT Helpdesk can reset it or show you how to reset

User ID – a number ID assigned to you “automagically” by Banner – students may use Social Security number for now, but for everyone else it’s an “A” followed by numbers – allows you entry into Self-Service when coupled with a PIN; not to be confused with Username, if you forget it you must go back to the Records and Registration folks

PIN – Used for Self-Service, a six-digit number – in the past has almost always been birth date (mmddyy), since Banner has come into the picture, it might not be birth date; if you forget – you can reset it on line if you remember your security question – if not, Records and Registration folks change this – The IT Helpdesk cannot change it

Self-Service – is the part of Banner that pulls together Web for Students, Web for Faculty and Advisors and Web for Employees; gives you access to the same information found in the old “Web for xxxxxxx” utilities

Banner – Cannot be defined