



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