my CNM FAQs

1. What is my CNM?
   my CNM is the portal for students and CNM employees to access their email, grades, transcripts, announcements, and more.

2. Is it secure?
   my CNM is a secure environment. Anyone who enters must use their CNM user name and password.

3. What are the content areas called?
   my CNM is constructed of tabs and channels. On the tabs there are small content areas called channels.

4. How do I get a user name and password to login to my CNM?
   If you are a new student, you will receive your my CNM user name and password when you are admitted. Be sure to print the page for your records.

   If you are a returning student and at least three terms have passed since you have attended CNM, you will need to be readmitted as a student. Then, you will need to go through the password reset process (the link is on the my CNM login page). You will be able to enter my CNM in about 15 minutes.

5. How long will I have a my CNM account if I am no longer a CNM student?
   At the point that you are no longer attending CNM (excluding the summer term), you will not have access to your my CNM account.

6. How long will I have a my CNM account if I am no longer a CNM employee?
   At the point that you are no longer a CNM employee, you will not have access to your my CNM account.

   After termination occurs, you can request your emails on CD with your last supervisor’s approval.

7. What is a group?
   A group is a place for students and employees to communicate and file share with others who have similar interests.

8. Can I join a my CNM group?
   You can join any my CNM group that interests you.

   Just click on the icon at the top right of the web page. Then click on Groups Index tab to view the list of Groups that are available for you to join.
9. Can I create a *my CNM* group?
   You can request a *my CNM* group. Student groups must be approved by the Dean of Students. Faculty can request a group for a particular class or other area of interest.

10. How do I request a *my CNM* group?

    Click on the Groups icon at the top right of the web page. Then click on the Create Group tab.

    ![Create Group]

    Complete the form.
    Read the Group Policies.
    Press the [Create Group] button at the bottom of the form.

11. Can I create my own tabs?

    You can create more tabs by clicking on the link at the upper left. Click on [Add New Tab]. Name the tab, make the other adjustments, and click [Submit].

12. Can I add channels to a tab?

    You can add a new channel by clicking on the link at the upper left. Click on [Add Channel] button within the tab column.

    **Steps for adding a new channel:**
    1. Select a category:
    ![Select Category]
    2. Highlight the channel in the list and then [Add Channel].

    Click on the arrow to get a list. Choose Select All and then [Go].