Taking an Eastern Online Course for the first time?

If you are taking an online course for the first time and you are unsure of how to access your course, please follow these instructions. Remember if you have not done so already you must first activate your Eastern technology account. This is accomplished in one of two ways; by logging onto a university-owned computer on campus or by accessing the online password reset tool found on the student portal web page. Below are instructions on how to discover your Username, Default password that you will need to change, and your Eastern ID number.

To determine your username/email account, you must logon to eWeb. Note: If you have just registered online it can take up to 24 hours to generate an email address for you, in which case you might need to try this process again at a later time. For convenience, please print this document and proceed.

1. Click "Current Students" (left side panel).
2. Click "eWeb" (left side panel) or go directly to: http:eweb.easternct.edu.
3. Click "Login."

You have been assigned an 8-digit Eastern ID. Your letter from Eastern’s Office of Admissions or your semester class schedule from the Registrar's Office contains your Eastern ID. Your PIN is initially set to your date of birth in the format MMDDYY. For example, if your date of birth is January 4, 1989 your PIN is 010489. If for some reason your birthday was not on file at the time of your PIN creation your PIN will be the last six digits of your Eastern ID.

4. Enter your Eastern ID and PIN.
5. Click login. If you need assistance please call the Help Desk at 860-465-4346.

The first time you login you will be prompted to change your PIN. Because eWeb is used for many helpful self-service functions, including future registration and accessing your grades, please remember your PIN.

Create a security question and a simple answer by clicking on personal information tab. In the future if you forget your PIN, enter your Eastern ID and click "Forgot PIN?" You will be prompted with your custom security question. Typing the correct answer (punctuation is NOT recommended because it is difficult to remember) will force a prompt to change your PIN and you will gain access to your information.

After logging into the secured area of eWeb:
1. Click "Personal Information", and then click "View/Update E-Mail Address(es)". View your official Eastern e-mail address. Your username is the first part of your email address, most likely your last name and one or more letters of your first name. The
username is the portion to the left of the @ sign. Please remember to exit and close your browser. To exit click the word EXIT in the upper right corner of your screen.

Activating Your Eastern Account

When a brand new student has a pre-expired initial default password and they have not set up the picture and security word in the “Password Change” utility. They must follow these steps prior to using their Eastern Technology account.

Your default password is 7 characters in length comprised of:

- First character: $
- Second character: The first letter of your username capitalized
- The last 5 characters: are the last 5 digits of your Eastern ID
- Example password would be: $W45678

New passwords must contain three (3) of the four following elements:

- Uppercase letters , lowercase letters, numbers
- Special Characters (The & and < symbols are not permitted.)
- Must be 8 - 14 characters in length (Not longer than 14.)
- Must not contain your name or any part of your username.
- Example: WXY$1225

1. Navigate to http://www.easternct.edu/portal/ (Eastern Student Portal Page.)
2. Click on “Password Change” Utility change from left Panel.
3. Enter your username in the “Domain Username” field: (ex. whitej)
4. Enter your default password in the “Domain Password” field (ex. $W12345)
5. Click “Continue.”
6. You will see a screen which will allow you to pick a picture and a security word (these are chosen one time) which will allow you to change your password now and in the future from on or off campus without needing to call the helpdesk to have it reset. **Note:** Do not forget the picture and security word. You will need them to log back in to the Password Change Utility.
7. Pick a safe security word that gives a green result (pictured below). Re-enter this security word in the space provided.
8. Now enter your default password again to actually change your password. (ex. $W12345)

Using the password rules above enter your new password twice in the space provided and then Click “Go”. A Green message, which should come up saying, “Successfully changed domain user password.”

9. Log Off the “Password Change” utility. **Note:** You may now log in to your Eastern email account with your new password.
Your password will expire every 90 days and cannot be recycled. Please remember your username and password. These are your Eastern credentials that you will use to access your Eastern Technology Account.

Gateway to (Email)

1. Navigate to http://www.easternct.edu/portal/ (Eastern Student Portal Page)
2. Click on e-Mail (Left Panel.)
3. Click on my.easternct.edu (the green button, your new email link.)
4. Enter your Eastern email address as the user name (username@my.easternct.edu.)
5. Enter your current password
6. Click on Sign in.

Gateway to (Blackboard Learn 9)

Once you have activated your Eastern Technology Account, you can then access your online course via Blackboard Learn 9 by browsing to the Eastern Student Portal at http://www.easternct.edu/portal/ or from Eastern’s Home Page

1. Click "Current Students."
2. Click "Blackboard (Left Panel)."
3. Click “Blackboard Learn.”
4. Click "Log In."
5. Type your Eastern username and password.
6. Click "Log In."
7. Click on the appropriate class name to access your course materials.

Troubleshooting

For technical support call 860-465-4346, the help desk is open from Mon-Fri from 8 a.m. till 5 p.m. EST. If you unable to remember which security image selected, contact the help desk or email the helpdesk at helpdesk@easternct.edu.

If you have any questions regarding access to your online course(s); please call the Center for Instructional Technology (CIT) at 860-465-1248, M-F 8:00 AM - 5:30 PM or send your contact information, including your Eastern username, course name, section number and instructor to cit@easternct.edu.