

# ATTENTION CCCC STUDENTS: BLACKBOARD & STUDENT E-MAIL CHANGES

1. Make sure to keep your Student ID Number in a safe place. This number can be found on your class schedule, receipts, grade mailers, admissions letters, and college e-mails sent to your personal account. You will need to know your Student ID Number this semester!
2. To login to Blackboard and Cougar Mail **you will need your Student ID Number.** You will now use the new username convention below as your login.

#### USERNAME CONVENTION:

First initial + first four letters of last name + last three of your student ID #

Example: John Smith, Student ID#: 1234567

Username: jsmit567

3. The student e-mail account is now called *Cougar Mail*. Your new Cougar Mail e-mail address is as follows:

username@cougarmail.cccc.edu

4. Look for the “myCCCC” logo linked on [www.cccc.edu](http://www.cccc.edu). By clicking on the logo, you will find the webpage where you can log into your Cougar Mail and Blackboard accounts.

