

Introduction to CentralPipeline

Every student at CCSU has (or can obtain) a BlueNet ID used to access CentralPipeline. CentralPipeline is a web portal that provides single sign-on access to all of your web-based University resources, such as campus announcements, WebCentral, WebCT, Outlook Web Access and more.

Your BlueNet ID is the username and password you use to access the campus computer network. You may also hear it referred to as your NT account, computer account, CentralPipeline account or network account. If you do not have a BlueNet ID or do not remember your password, you can use any computer connected to the Internet to activate your account or reset your password (note: you must know your 8-digit ID number to activate your account or reset your password).

Web Browsers Supported by CentralPipeline

Operating System	Internet Explorer	Netscape	Mozilla	FireFox	Safari
Windows	6.0 w/latest security patch* 5.5 SP2	7.1	1.6	Not Supported (Version 1.0.4 will allow access if you click the Continue button on the Browser Error screen)	Not Supported
Mac OS 9	5.1.7*	7.02	Not Supported		Not Supported
Mac OS X	Not Supported	7.1	1.6*	Not Supported (Version 1.0.4 will allow access if you click the Continue button on the Browser Error screen)	1.1

*recommended browser version

Important Information about your Password

Your password is set to expire every sixty days and you will need to reset it. You will receive a notification in CentralPipeline when you have 14 days remaining before you must reset your password – this message will display as a reminder until you have 1 day remaining to reset your password. You can reset your password from any computer that has Internet access using the steps outlined in this document. You can also reset your password from any computer connected to the campus network.

Activating Your Account

To activate your account:

1. Open your web browser and navigate to the CentralPipeline page at <http://pipeline.ccsu.edu>
2. Click on the Accounts Management (<https://accounts.ccsu.edu/>) link
3. Complete the following information on the Account Management form:
 - a. Enter your 8-digit ID number
 - b. Enter the last 4 digits of your Social Security Number
 - c. Enter your Date of Birth (including the 4-digit year)
 - d. Click on the Submit button
4. Read the Policy on Student Use of University Computer Systems and Networks
5. At the bottom of the screen, you will be prompted to select the e-mail system you would like to use. Choose the Exchange option to use the CCSU e-mail system (Outlook) or choose the Forwarded Email option and enter your primary e-mail address (i.e. Hotmail address, Yahoo address, etc.). Regardless of which option you choose, you will receive a CCSU e-mail address (username@ccsu.edu). If you choose to forward your e-mail to an external address, people will send e-mail to your CCSU address and our system will

CCSU ID:	<input type="text"/>	Enter your CCSU ID without spaces or hyphens
Social Security Number Check:	<input type="text"/>	Enter the last four digits of your SSN
Date of Birth:	<input type="text"/> January <input type="text"/> 1 <input type="text"/>	Enter your date of birth including the four digit year
<input type="button" value="Submit"/> <input type="button" value="Clear"/>		

9. UNAUTHORIZED USES for students include but are not limited to the following:

- o Computer games which are not assigned course work
- o Development or transmitting of chain letters
- o Entering or transmitting of commercial advertisements or solicitations
- o Entering or transmitting of political campaign material relating to elections to be held outside the University
- o Entering or transmitting of obscene material
- o Sexual harassment or other forms of harassment aimed at others or otherwise threatening others
- o Sharing ones own computer account with others or using another person's accounts
- o Violation of copyright laws or using or copying software in ways that violate the terms of the license
- o Entering or transmitting computer viruses or any form of intentionally destructive programs
- o Intentional disruption of network services
- o Connecting any device to the network without permission
- o Copying, modifying, replacing, or deleting any other user's account or any software used for system management
- o Harming University computer equipment
- o Uses which violate rules developed at each University which are necessitated by facilities limitations or other circumstances unique to each University.

Select the type of email you would like:
Press Here if you need assistance in selecting your email preference.

Exchange:
 CCSU Managed Email Account

Forwarded Email:
 Third Party email (i.e. Hotmail, Yahoo, SBC, ...)

Examples: user@yahoo.com, me@aol.com, mruuser@netmail.net

automatically forward the e-mail to your external address. **Important Note:** Due to the e-Communications policy at CCSU, you must keep your e-mail account current. If you choose to use CCSU's e-mail system, you must keep space available for important e-mail messages; if you choose to forward your mail, you must ensure your outside e-mail address is valid and has space available at all times. For more information on the e-Communication policy, refer to the Policies channel on the Welcome tab of CentralPipeline.

6. Once you have selected your e-mail preference, click on the Activate button.

7. You will receive a confirmation screen. You will now need to create your password by clicking on the Password Reset link.

8. From the Password Reset page, review the information about creating a password, then scroll to the bottom of the page and enter your new password in both the Enter New Password field and the Re-enter New Password for Verification field.

9. Click on the Submit button. Your password has been reset.

10. Once you have created your account, you may go to the CentralPipeline login page at <http://pipeline.ccsu.edu> to log in to your account.

Your CentralPipeline Account username is: **tsai_lyu**
 Records show that the above account is active. If you do not know the password for this account, go to: [Password Reset](#)
 You may change how your email is handled at any time. To select the type of email you want to use with your account, click here to go to: [Email Preferences](#)

Enter new password:
 Re-enter new password for verification:
 Submit Clear

Resetting your Password

To reset your password:

1. Open your web browser and navigate to the CentralPipeline page at <http://pipeline.ccsu.edu>

2. At the bottom of the page, click on the <https://accounts.ccsu.edu/> link

3. Complete the following information on the Account Management form:

- Enter your 8-digit ID number
- Enter the last 4 digits of your Social Security Number
- Enter your Date of Birth (including the 4-digit year)
- Click on the Submit button

CCSU ID: Enter your CCSU ID without spaces or hyphens
 Social Security Number Check: Enter the last four digits of your SSN
 Date of Birth: January | 1 |
 Enter your date of birth including the four digit year
 Submit Clear

4. From the Account Options page, click on Password Reset

5. From the Password Reset page, review the information about creating a password, then scroll to the bottom of the page and enter your new password in both the Enter New Password field and the Re-enter New Password for Verification field

Your CentralPipeline Account username is: **tsai_lyu**
 Records show that the above account is active. If you do not know the password for this account, go to: [Password Reset](#)
 You may change how your email is handled at any time. To select the type of email you want to use with your account, click here to go to: [Email Preferences](#)

Enter new password:
 Re-enter new password for verification:
 Submit Clear

6. Click on the Submit button. Your password has been reset.

7. Once you have reset your password, you may go to the CentralPipeline login page at <http://pipeline.ccsu.edu> to log in to your account.

Accessing CentralPipeline

CentralPipeline is accessible from both on-campus and off-campus - anywhere you can gain access to the Internet.

To log in to CentralPipeline:

1. Open your web browser and navigate to the CentralPipeline page at <http://pipeline.ccsu.edu>

2. At the CentralPipeline log in page, enter your BlueNet ID (campus computer network username) and password, then click on Login.

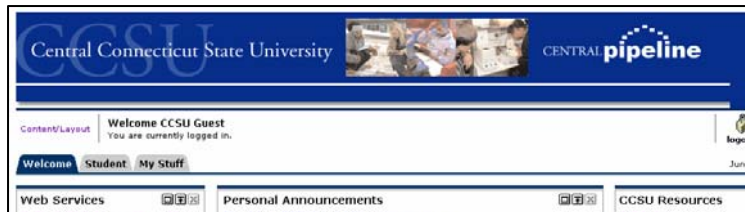
Central Connecticut State University **central pipeline**
 Secure Access Login
 BlueNetID:
 Password:
 Login Cancel
 What's Inside?
 • Campus and personal announcements
 • Registration information
 • Final grades
 • Course schedules
 • Access to WebCT
 Need Help?
 • Contact the Help Desk
 o 860-832-1720
 • Visit the CentralPipeline help page
 How do I...
 get a user name and password?
 reset my password?
 update my e-mail preferences?
 Visit <https://accounts.ccsu.edu>
 This computer and computer network is solely for use by authorized users. Any unauthorized access is prohibited and may result in prosecution.
 Acceptable Use Policy

Navigating CentralPipeline

When you log in to CentralPipeline, you will have three tabs by default:

- Welcome – contains announcements, web services and more
- Student – contains access to WebCentral for course registration, WebCT and more
- My Stuff – contains information on personalizing CentralPipeline and more

(Note: If you are a student worker on campus, you will see an additional tab named Administrative Resources).

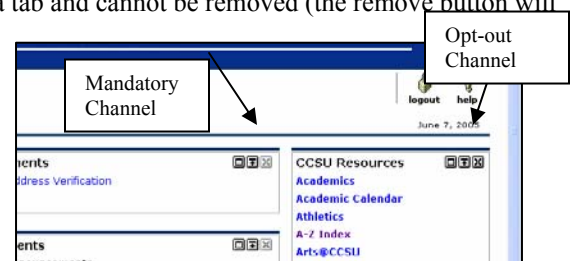


The tabs are divided into channels that contain links to CCSU internet resources or services. There are three types of channels:

1. Mandatory – these channels are placed in a certain location on a tab and cannot be removed (the remove button will be grayed out)
2. Opt-out – these channels are placed on a tab and can be removed by clicking on the X in the upper-right corner of the channel
3. Opt-in – these channels are not placed on a tab, but can be added to any tab by accessing the Content/Layout screen

Instructions for personalizing CentralPipeline by adding and removing tabs and channels can be found at

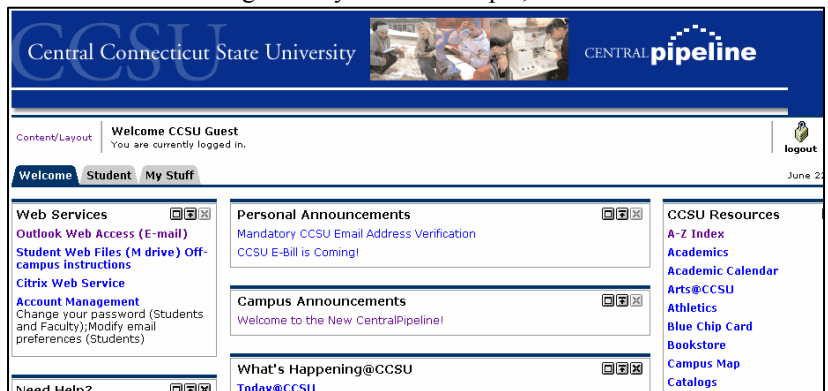
<http://www.ccsu.edu/its/pipeline/CustomizingCentralPipeline.pdf>



The Welcome Tab

The Welcome Tab is the main tab in CentralPipeline. It contains these channels by default:

- **Personal Announcements** – important announcements that are targeted to you. For example, the Financial Aid office may send you a personal announcement if you are receiving aid.
- **Campus Announcements** – important announcements that are targeted to the entire university community
- **What's Happening@CCSU** – list of events happening on campus
- **Web Services** - provides links to services such as Outlook Web Access, Web Files (M:\ drive), TPS (Time Processing System for student employees) and more
- **Need Help** – information about the ITS Help Desk, such as hours and contact information
- **CCSU Resources** – links to resources such as the Library, Bookstore and more
- **Policies** - links to University policies such as e-Communication, Computer Use, Academic Integrity and more

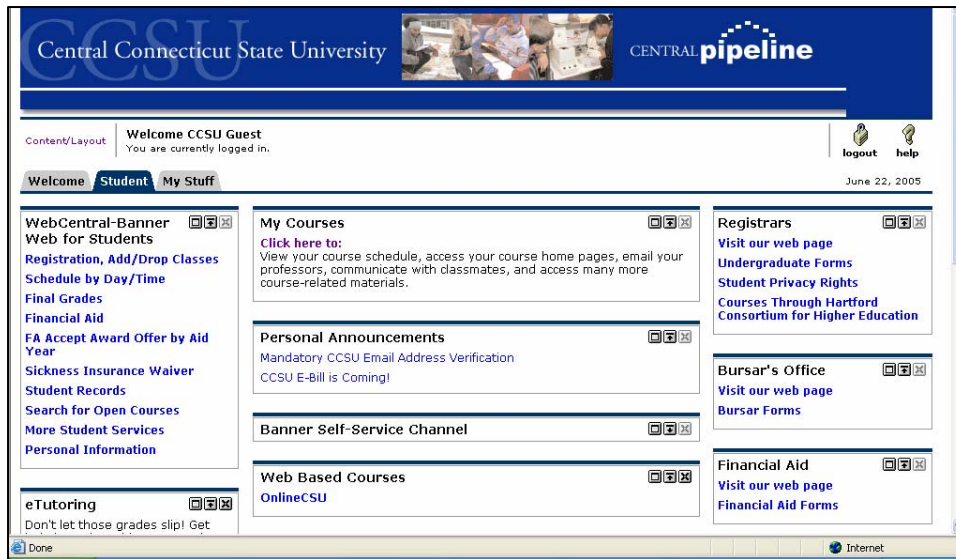


The Student Tab

The Student Tab is a tab dedicated to student services and resources. It contains these channels by default:

- **WebCentral-Banner Web** – quick links to register for classes, check final grades, view academic transcripts, your financial aid records and more.
- **My Courses** – access to your WebCT course homepages. WebCT is a course management system used by many faculty to post courses resources, assignments and more
- **Personal Announcements** – important announcements that are targeted to you. For example, the Financial Aid office may send you a personal announcement if you are receiving aid.
- **Student Resources** – links to resources such as the Health Services, Student Affairs, Central Activities Network and more

- **eTutoring** – information and a link to a free online tutoring service
- **Banner Self-Service Channel** – the entire WebCentral-Banner Web system
- **Registrars** – information and links from the Registrars office
- **Bursars** – information and links from the Bursars office
- **Financial Aid** – information and links from the Financial Aid office
- **Graduate Studies** – information and links from the Graduate Studies office



The My Stuff Tab

The My Stuff Tab is a tab that you can fully customize with channels that you want to see. It does contain some channels that may be of interest to you, but all are opt-out, meaning they can be removed so that you can customize the tab. This tab contains the following channels by default:

- **Personalize this Tab!** – information on customizing tabs and channels, including a link to the Customizing CentralPipeline guide
- **Channel Guide** – a detailed listing of all the channels available in CentralPipeline
- **Arts-Culture** – links to campus arts and culture web sites such as the Theatre & Music departments, Art Gallery, Cinema Central and more
- **Campus Media** – links to campus media web sites such as WFCS 107.7, The Recorder and more
- **Clubs** – links to information about clubs and organizations on campus
- **Local Life** – links to Connecticut event and government web pages
- **Sports** – link to the Blue Devils sports homepage



Logging out of CentralPipeline

For security reasons it is very important to log out of CentralPipeline at the end of your session. To log out, click on the Logout button in the upper right corner of the screen. This button is visible regardless of which CentralPipeline page is active. After 3 hours of inactivity you will be automatically logged out. The automatic logout assures that if you walk away from your computer and/or forget to log out, the system will automatically log you out to protect your information.