

MassBay Usernames and Passwords



MassBay Community College provides, for our students, faculty and staff, access to software programs (e.g. Microsoft Office applications, tutorials, practice tests) and to the Internet on any computer in the Wellesley Hills or Framingham campuses as well as at the Ashland facility. In addition MassBay provides three online services (also accessible off-campus through the Internet). These later three services are:

- **PeopleSoft**, MassBay's administrative/enrollment services (register for classes, view grades, request transcripts, etc.)
- **Email** (usual features which include attaching files)
- **Blackboard** (classroom management program used by many of our instructors)

All four computer resources require you to log onto the system using a unique MassBay username and a password (which you may change).

Username

Usually, your permanent MassBay username (also called your computer ID) is of the format **f_lastname** (all lowercase letters) whereas **f** = initial of your first name and **lastname** is your last name. The second character is an underscore (Shift Hyphen).

For example, John Smith's username might be **j_smith**.

Exception to this rule:

- If Jane Smith enrolled after John Smith, her username might be **j_smith1**.
- If your last name contains a space or character, it might be of the format:
 - ♦ **j_smithjones** for John Smith-Jones
 - ♦ **j_osmith** for John O'Smith
 - ♦ **j_smithjr** for John Smith, Jr.
 - ♦ **j_vansmith** for John Van Smith

Password

Your initial password for all your MassBay computer accounts is of the format **fl#####** (all lowercase letters) whereas **f** = initial of your first name, **l** = initial of your last name, and **#####** is the **last six** digits of your Social Security number. We recommend that you change this password as soon as possible because Social Security numbers are not as secure as we would wish.

Exception to this rule:

- If you do not have a Social Security number or did not give it to MassBay, ##### would be the **last six** digits of your MassBay student ID number.

Logging into your MassBay accounts

To get to the login screens of the three MassBay online computer accounts:

- Go to the MassBay home page (www.massbay.edu) and click on the appropriate link at the **bottom** of the screen.

We recommend that you either make this web page a favorite or bookmark it for easy access in the future.

Need help?

If you still cannot log on after several tries, you have three alternate help processes. You may email or call our Student Help Desk at studenthelpdesk@massbay.edu or **781-231-2410** and get help from one of our staff.