

## Resources for ONLINE Students

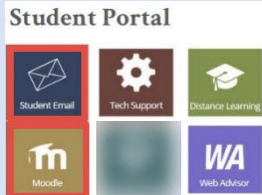
Welcome! A course for which you registered has an online component in Moodle, PCC's online learning software. Follow the instructions located in this brochure to log in to your Moodle account. Please **DO NOT** wait for an instructor to contact you before logging in to Moodle.

You will be required to log in to your course and complete the first assignment (Statement of Academic Integrity) on the first day of class, so be sure to test your login prior to that day.

ONLINE courses **will not** appear under "My Courses" until the first official day of class.

You should also activate your student e-mail account as soon as possible. Faculty and staff will send important information to this account.

To access Moodle and/or student email, go to [www.pamlicocc.edu](http://www.pamlicocc.edu) and click on the icon for the appropriate platform under Student Portal.



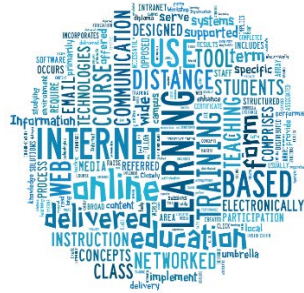
Note: Please allow up to 48 hours after registration to access your accounts.

For technical assistance or assistance with your passwords, contact PCC's 24/7 Distance Learning Support Center at 888-882-2418 or visit the Technical Support icon located under the PCC Student Portal at [www.pamlicocc.edu](http://www.pamlicocc.edu).

Feel free to contact us if you need assistance.

Main Campus 252-249-1851  
Student Services x 3001  
Counselor x 3023  
Financial Aid x 3026  
Bookstore/Cashier x 3006  
Library Resources x 3034

## First Online Course? Here are a few tips for success!



Complete this self-assessment to determine if you are ready for online courses:  
<http://www.unc.edu/tlrm/ser/>

A **recent** CIS-110, Introduction to Computers class is strongly recommended prior to enrolling in an online course.

**Step 1.** Contact Student Services to begin the registration process. (252-249-1851 x3001)

**Step 2.** Obtain your student usernames and passwords using the information located on the inside panel of this brochure.

**Step 3.** Make sure you can log into Moodle AND Office 365 e-mail.

**Step 4.** Log in to your online course on the 1st scheduled day of classes AND complete the first assignment.

5049 Hwy 306 South - PO Box 185  
Grantsboro, NC 28529  
252-249-1851

[www.pamlicocc.edu](http://www.pamlicocc.edu)



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## Information for Online Students

Welcome to Distance Learning  
at  
Pamlico Community College



Learn how to....

**Log in to Moodle**

**Locate your course**

**Access your email**

**Acquire your grades**

## Access Online Courses

Pamlico Community College uses the Moodle Learning Management System to deliver online courses. <https://moodle.pamlicocc.edu/>.

Carefully follow the steps below to access your online courses.

1. Click Log in

You are not logged in. (Log in) 


2. Enter your username and password

### Log in

Username

Password

☐ Remember username

Log in 

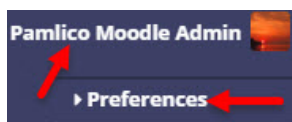
Username is: firstname\_lastname (all lower case).

Example: if your name is Jane Doe, your username is jane\_doe.

The temporary password has been set to the user's 6-digit birth date.

Example: if your birthday is December 5, 1986, your password will be 120586.

3. After logging in for the first time we recommend you change your password. To change your password, click on your username and then click Preferences. Once the Preferences box opens, choose Change password.

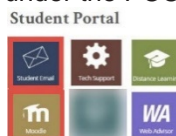


## Student E-mail



1. Enter the web address for Pamlico Community College in the web browser.  
<http://www.pamlicocc.edu>.

2. Click on the Student Email icon in the center of the webpage under the PCC Student Portal.



3. Type your log in ID into the login ID text field box and the temporary password into the Password text field box and click on Log In.

4. Your login ID is: firstinitial+lastname (all lower case)+last 5 digits of your student ID #. Example: if your name is Moodle Student, and your student ID # is 1234567, then your login ID will be **mstudent34567@stu.pamlicocc.edu**.

## Sign in

**mstudent34567@stu.pamlicocc.edu**


5. Your temporary password is: firstinitialoffirstname (uppercase)+firstinitialoflastname (lower case)+your 6-digit birth date. Example: if your name is Moodle Student and your birth date is July 1, 2000, then your password will be **Ms070100**.

## Enter password

**Ms070100**

Students are generally provided with an e-mail account within 48 hours of registration.

## WebAdvisor

1. Enter the web address for Pamlico Community College in the web browser.  
<http://www.pamlicocc.edu>.
2. Click on the WebAdvisor icon  in the center of the webpage under the PCC student portal.
3. On the next screen click on Students.
4. If you have never accessed Web Advisor, click "I'm new to WebAdvisor" (bottom right).
5. On the next page, follow the instructions to obtain a temporary password. Click OK.
6. On this screen, enter your last name and either SSN or Colleague ID # which is located on your Student ID card. Click Submit.

\* = Required

Last Name\*  Type your last name here

SSN

OR

Colleague ID

7. The next screen will show your User ID (firstname\_lastname). In the drop-down box.

Here's your User ID **firstname\_lastname**

Choose the email address where a temporary password will be sent. Click Submit. *If no email address is listed here or if it is incorrect, please contact Student Services to have this corrected.*

8. You will receive an e-mail with a temporary password at the chosen e-mail address. Once you receive the password, return to the main page and click on Login.  
Enter your username and password. Click Submit. Since this was a temporary password, you will be prompted to change the password. Enter a new password and hint to help remember that password. Passwords must contain numbers and letters.