

## WebAdvisor **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. Choose "I'm new to WebAdvisor" (bottom right).
4. On the next page, follow the instructions to obtain a temporary password. Click OK.
5. Enter your last name and either your SSN or Colleague ID # which is located on your Student ID card. Click Submit.

\* = Required

Last Name\*

SSH

OR

Colleague ID

6. The next screen will show your User ID (firstname\_lastname).

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

In the drop-down box on the right, 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.**

7. 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, click on Log In and enter your User ID and Password.

## Student Self Service



On the main PCC website, click on the Self Service icon under the Student Portal. You will use your WebAdvisor username and password to log in to Student Self Service. To reset your password, follow the instructions under WebAdvisor above.

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



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



Learn how to....

**Log in to Moodle**

**Register for classes**

**Access your email**

**Acquire your grades**

## Resources for ONLINE Students

Welcome! A course for which you registered has an online component in Moodle, PCC's online learning management 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.

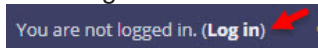
For technical assistance or assistance with your passwords, contact PCC's 24/7 Distance Learning Support Center at 888-882-2418 or visit the Technical Support icon located under the PCC Student Portal at [www.pamlicocc.edu](http://www.pamlicocc.edu).

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

## Access Online Courses

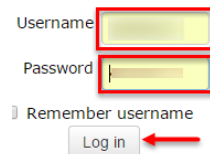
1. Click on the Moodle icon in the center of the webpage under the PCC Student Portal.

2. Click Log in



3. Enter your username and password

### Log in



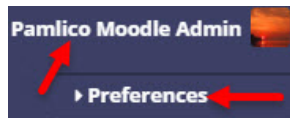
Username is: firstname\_lastname (all lower case).

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.

4. 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](mailto: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**