**ALL NEW online account users will need to create a single password account for use with Student E-mail and WebAdvisor.**

**Helpful Hints:**

*Your ID is located on your TCCC photo ID badge or your registration receipt.*

*If you recently registered for classes it could take 12 - 24 hours before your account is setup.*

*WebAdvisor and Student E-mail use the same password*

- Moodle does NOT use the same password as e-mail or WebAdvisor.

- Passwords expire every 90 days

*Online Courses are visible to students at 8:00 AM on the class start date.*

---

**My Login Information**

Record your information here:

- **First Name:** ___________________________
- **Last Name:** ___________________________
- **Student ID #:** ________________________

**Moodle:**

- **Username:** ___________________________
- **Password:** ___________________________

**E-mail:**

- **Username:** ___________________________@students.tricountycc.edu
- **Password:** ___________________________

**WebAdvisor:**

- **Username:** ___________________________
- **Password:** ___________________________

**Online Library:**

- **Library Card Number:** ___________________________
  (Your Library Card Number is your username)

---

Office 365

We're giving you a complete version of the latest Microsoft Office!

Learn more at: www.tricountycc.edu

Or visit the Student Computer Support Lab in McSwain

---

Tri-County Community College

21 Campus Circle

Murphy, NC  28906

828-837-6810
**PASSWORD MANAGEMENT**

Open your web browser and access [www.tricountycc.edu](http://www.tricountycc.edu) then click **Quick Links** drop-down menu and click on **Password Management**.

Click the **Enroll** button

On the next screen enter your **username** and **initial password**.

**Username** = first 4 letters of your last name and last 4 digits of your ID#

**Initial Password** = first 2 letters of your last name with the first letter capitalized AND your 6-digit birthdate in MMDDYY format

*For Example*: last name = Smith and student ID = 1234567 and birthday = 04/13/1983

**Username** = smith4567

**Initial password** = Sm041383

Once completed click **Next**

Setup your security questions and answers.

Click the **Next** button then click the **Finish** button.

Click the **Change Password** button to set your password.

---

SET A STRONG PASSWORD using the following criteria:

- 8 characters long
- contain at least 3 of the following:
  - Upper Case letter (A to Z)
  - lower case letter (a to z)
  - Number (0-9)
  - Special Characters ^~!@#$%^&_

Click the **Next** button then click the **Finish** button.

You are now enrolled in Password Management.

To finalize setup of your Student E-Mail and WebAdvisor accounts please log in.

---

**Email**

Don’t Miss Important College Information

**TO LOG IN:**

Click **Student E-mail** icon on TCCC homepage and enter your TC student e-mail address.

**EMAIL ADDRESS/ USER NAME:**

Email Address:

First 4 letters of last name + last 4 digits of student ID @students.tricountycc.edu

Example: John Smith with an ID of 1234567

sm1234567@students.tricountycc.edu

**PASSWORD:**

WebAdvisor and Student Email passwords are the same. Follow instructions for Password Management.

---

**WebAdvisor**

Check Grades, Financial Information, Register

**TO LOG IN:**

Click **WebAdvisor** icon on TCCC homepage

**USERNAME:**

First 4 letters of last name + last 4 digits of student ID #

**PASSWORD:**

WebAdvisor and Student Email passwords are the same. Follow instructions for Password Management.

---

**Moodle**

Your Online Courses

**TO LOG IN:**

Click **Moodle** icon on TCCC homepage

**USERNAME:**

First 4 letters of last name + last 4 digits of student ID #

**PASSWORD:**

1st time login = changeme

CREATE NEW PASSWORD:

At least 8 characters long, case sensitive.

---

**Online Library**

Find e-books, Magazines, & Information

**TO LOG IN:**

Choose **Library** on TCCC webpage

**USERNAME:**

Your Library account number #

---

**Wireless Access**

Bring Your Laptop/Mobile Device to Campus

**PASSWORD** = tricounty

---

**Unable to login??**

Forgot your password??

1. Go to [www.tricountycc.edu](http://www.tricountycc.edu).
2. Click on **Quick Links** drop-down menu.
3. Click **Password Management**.
4. Click **RESET** button to create a new password. Need to change your password?? Passwords expire every 90 days.

To **CHANGE** your password return to [Password Management](http://www.tricountycc.edu) and click **CHANGE PASSWORD**. You will need to know your user ID and current password.

---

**For HELP:**

Visit Student Computer Support, McSwain 119

**Hours:** Monday – Thursday 8:00 a.m. - 6:00 p.m.

and Friday 8:00 a.m. - 12 p.m.

828-835-4309 help@tricountycc.edu

Visit online: [www.tricountycc.edu](http://www.tricountycc.edu) > SELECT Distance Learning