Student E-mail 🅾 Office 365
Complete This Step First!

1. Enter the web address https://reset.pamlicocc.edu/passwordreset in your web browser.

2. Choose "Reset Password."

3. Your Username for password reset is firstinitial+lastname+last5ofstudentid. Example: Jane Doe, whose student ID is 7654321, will have the Username **jdoe54321**.

4. Choose Next.

5. Provide your first name.

6. Provide your last name.

7. Provide your 7-digit student ID#. Example: The student ID# for Jane Doe is **7654321**.

8. Choose Next.

9. Enter your new password once, then confirm the password by entering it a second time.

10. Click Finish

11. Log in to Office 365 with your full email address, Example: **jdoe54321@stu.pamlicocc.edu**, and the password you created.

    NOTE: First-time users will be required to set up Multifactor Authentication. You can find help with MFA by going to https://pamlicocc.edu/student-resources/distance-learning/

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

Tips for Success in Online Classes

A **recent** CIS-110, Introduction to Computers class is strongly recommended before 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 in 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.

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Grantsboro, NC 28529
252-249-1851
www.pamlicocc.edu

PAMLICO COMMUNITY COLLEGE

Distance Learning Brochure

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 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.

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 moodle

1. Click on the Moodle icon in the center of the PCC website (www.pamlicocc.edu) under the PCC Student Portal.

2. Click **Login.**

3. Enter your username and password and then choose **Log in.**

Your Username is: firstinitial+lastname+last5ofstudentid (all lowercase).
Example: if your name is Jane Doe and your student ID is 1234567, your username is **jdoe34567**.

The temporary password has been set to the user's 6-digit birth date. For example: if your birthday is December 5, 1986, your password will be 120586.

4. When you log in for the first time, we recommend you change your password. To change your password, click on the down arrow next to your username and then click Preferences. Under Preferences, choose Change password.

WebAdvisor WebAdvisor

You Must Complete the Steps Under O365/Student Email First!

1. Click on the WebAdvisor icon in the center of the PCC website (www.pamlicocc.edu) under the PCC Student Portal

2. Click Log In at the bottom right corner of the screen

3. Enter the same User ID and Password used in "Reset Password" for Student Email/Office 365. Example, **jdoe54321**.

4. Click **Submit**

Student Self-Service

1. Click on the Student Self-Service icon in the center of the PCC website (www.pamlicocc.edu) under the PCC Student Portal.

2. Enter the same Username and Password used for Student Email/Office 365. Example, **jdoe54321@stu.pamlicocc.edu**

3. Click **Continue** or **Sign In**.