



To: 2016FA Online/Hybrid Students

From: Arnold Worsley,  
Distance Learning Administrator

Re: Moodle Login/Important Contact Numbers

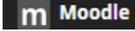
*Thank you for registering for a distance learning course at Edgcombe Community College. Distance courses will not be available in Moodle until August 18, the first day of class for Fall Semester 2016.*

*Please go to the following link for information about your books and to order from Edgcombe Community College. Your books can be shipped to you via UPS or you are welcome to come to our campus bookstore. You can also order your books online from various sources. Please be sure the ISBN # matches perfectly with the ISBN # on our booklist (found at the following link):*

<http://www.edgcombe.edu/student-portal/bookstore/>

*Moodle is the software that is used to present your online/hybrid course. IF you have never used the Moodle software, it is strongly recommended you view the **Online Orientation videos** (not password protected). Go to this link and click “–View Orientation Videos” under “For Students” in the upper left corner of the Moodle login page at <http://moodle.edgcombe.edu/>*

## Logging into your Distance Course

1. Go to [www.edgecombe.edu](http://www.edgecombe.edu)
2. Click “Student Portal” on the right edge of the page, then click  Moodle in the menu that appears (after completing instructions below for your password).
3. Use the following information to login:

### Username (UserID):

Your Moodle user login name is your first initial, last name, and first four digits of your date of birth.

Example - John Smith Born May 18, 1988, the username would be: jsmith0518.

### Password:

The password for logging into your online class (Moodle) will be the same for *WebAdvisor* and *MyEdge* email accounts. Please use the following instructions to create your new password for Moodle, *WebAdvisor*, and *MyEdge* email accounts.

1. Go to *WebAdvisor* at: <https://webadvisor.edgecombe.edu/WebAdvisor/WebAdvisor>
  - Click “Log In”
  - Verify that you can login with your UserID (which is the same as your UserID you have for your *MyEdge* email and Moodle account). The UserID is your first initial last name month & day you were born. Example: Joe Smith born on August 2 would be jsmith0802. Your default password is the last 6 digits of your social security number. Example: If your SSN is 123-45-6789, your password would be 456789.
  - Once logged in, you will be forced to change this password. First, enter your UserID and your “old” password (last 6 digits of your SSN). You will be prompted to enter a new password. The new password must be between 6 and 9 characters and contain both letters and numbers. Submit & logout. Please log back into *WebAdvisor* to make sure your new password is working. Note: If you ever want to change your password, go to the *EdgeID* link below.
2. Once your *WebAdvisor* login is working (with new password), you **must** go to the following link to activate and enroll your ID and password: <https://edgeid.edgecombe.edu>. The activation must be done by everyone (even those who already had a *WebAdvisor* account).
  - To activate your UserID/Password, click on “Enroll”.
  - Enter your UserID and password (you just created in *WebAdvisor*).
  - You will be prompted to answer 3 security questions. Enter your answers. Answers to security questions are case sensitive.
  - Click on “Enroll”
3. Check immediately your *WebAdvisor* and *MyEdge* email accounts to be certain your new password has been accepted.

## **HELP!**

### ***Login problems (Moodle, MyEdge email, or WebAdvisor):***

Students should complete an “IT Helpdesk” ticket at the following link:

<http://www.edgecombe.edu/student-portal/technical-support/technical-support-request/>

Be sure and provide an alternate email address because this is where the instructions will be sent.

### ***Books, software, and other required supplies:***

<http://www.edgecombe.edu/student-portal/bookstore/>

or call the Bookstore at 252.823.5166 ext. 217

### ***Student Services/Financial Aid:***

Information: 252.823.5166 ext. 319/333

### ***Library Services:***

Deborah Parisher, Director of Library Services:

parisherd@edgecombe.edu 252.823.5166 ext. 211

### ***Distance Learning Questions:***

Arnold Worsley, Distance Learning Administrator:

worsleya@edgecombe.edu 252.823.5166 ext. 281

**GOOD LUCK IN THE SEMESTER**