Setup Instructions for New Student Online Orientation
Self Service Basics

TO ALL NEW STUDENTS NEEDING TO COMPLETE "ONLINE ORIENTATION":

First of all, please be aware that **you must wait at least one business day after you apply to the college before taking the orientation.** This is because it takes time for your Moodle, MyEdge student email, and Self Service accounts to be created.

SELF SERVICE BASICS / EDGEID BASICS

Username (UserID):
Your 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:
Your initial temporary password is the last six (6) digits of your Social Security Number.
Example: If your SSN is 123-45-6789, your password would be 456789

You should now follow these instructions to create a permanent password and enroll in EdgeID.

1. Go to the ECC home page http://www.edgecombe.edu/

2. Click on the **STUDENT PORTAL** tab on the right-hand side of the page. Click on the **Self Service** link, fourth from the bottom of the drop down list.

3. At the bottom right, click the tab that says "Log In."

4. Enter your username and, for the password, the last six of your SSN.

5. You will be forced to change the six-digit temporary password to a new permanent one, which will also become your password for MyEdge email and for Moodle. Self Service will say, "Your password has expired. Please choose a new password." and then ask you for your User ID and your old password.

6. For "Old Password" enter the last six digits of your SSN again. The new password you create here in Self Service will then be the *only one you'll need* for **Self Service**, **MyEdge** student email, and **Moodle**. The new password must be between 6 and 9 characters long and *must* contain *some* numbers. It can be *all* numbers, but it does <u>not</u> have to contain both numbers and letters. So you could use your student ID number as the password.

7. Once you change your password in **Self Service**, please <u>enroll your password in **EdgeId**</u>.

Here's how to do that...

Instructions for enrolling your password in EdgeID

1. Go to the EdgeID site https://edgeid.edgecombe.edu <u>OR</u> under EdgeID in the Student Portal.
2. Click on "Enroll".
3. Enter your normal user name (such as **jsmith0329**) .
4. Enter your password (the new one you just created)...
5. Click "Submit".
6. You will be prompted to answer 3 security questions.
7. You can pick what three questions you would like from the list. (Remember that the answers to questions are case sensitive).
8. Answer these and click "Enroll".

If you ever forget this password, you can come back to EdgeID and unlock your account and reset your password by answering your three questions. You are done.

NOW YOU CAN COMPLETE YOUR NEW STUDENT ONLINE ORIENTATION.

Click back on the Student Portal tab and then the Moodle icon to log in (or go to this location: http://moodle.edgecombe.edu/), and then, once you have logged in, click "**New Student Orientation**" at the bottom under My Courses to begin.

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