



**TRI-COUNTY**  
COMMUNITY COLLEGE

# GENERAL REFERENCE

# 2012-13



## Quick Reference Guide

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College Transfer.....	Ronnie Whitener
Vocational/Technology .....	Scott Sherrill
Distance Learning .....	Linda Kressal
Economic and Workforce Development.....	Paul Worley
Financial Affairs .....	Bill Vespasian
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Foundation .....	Dr. Terrie Kelly
GED/Literacy .....	Susann West
Graham County Center .....	Paul Worley
Guided Studies.....	Kathy Temple
Human Resources/Employment.....	Sallie Baker
Information Highway.....	Jason Outen
Institutional Effectiveness (Planning, Research, and Assessments) .....	Dr. Steve Wood
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Transcripts - Non-Curriculum.....	Krystle Graves-Miller
Transfer Information .....	Sarah Tatham
WebAdvisor.....	Cody Anderson
Website .....	Dotie Stafford-Ortega

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Emeritus**

The following have been awarded Emeritus  
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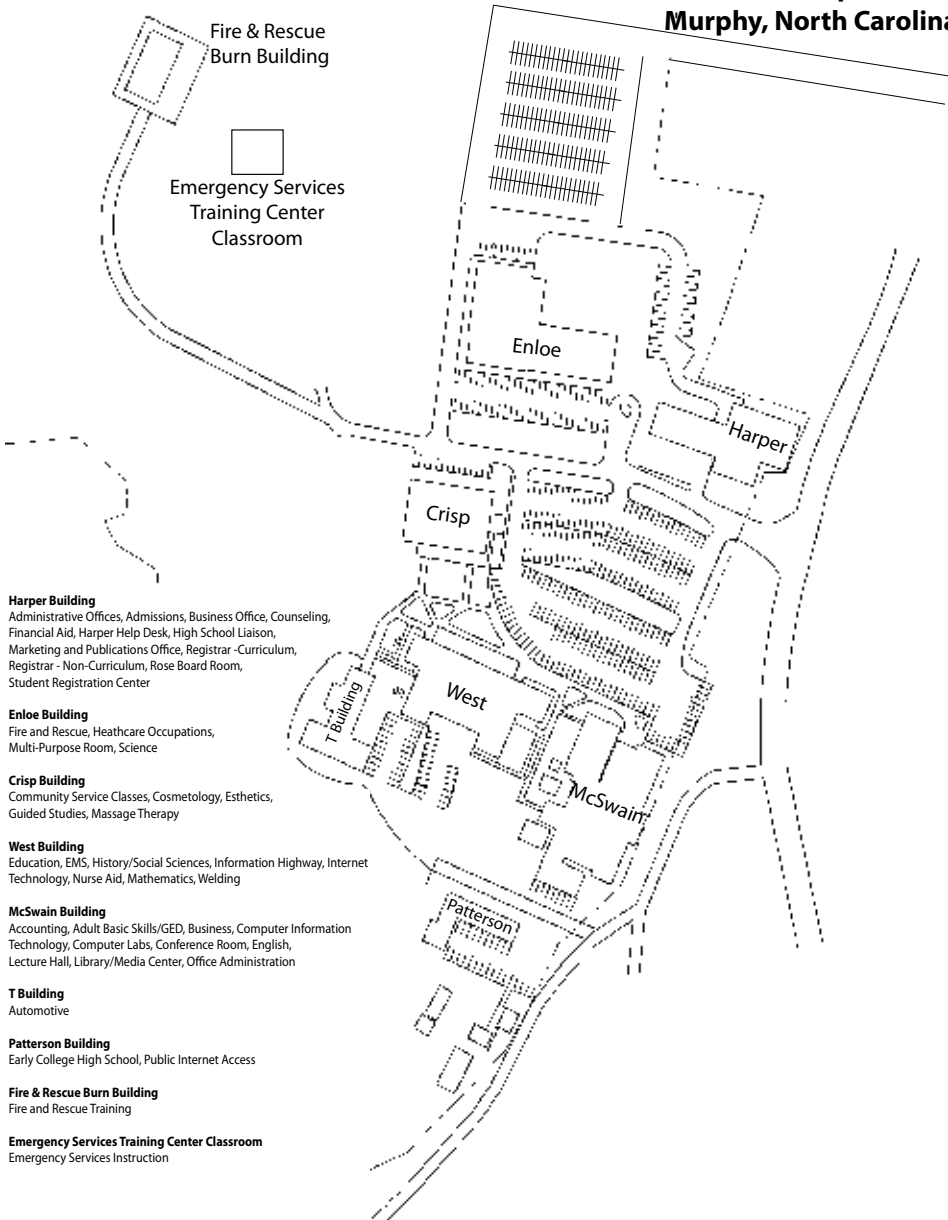
Vice President of Administrative Services

**F. David Slagle**

Vice President of Planning & Institutional Research  
 Emeritus

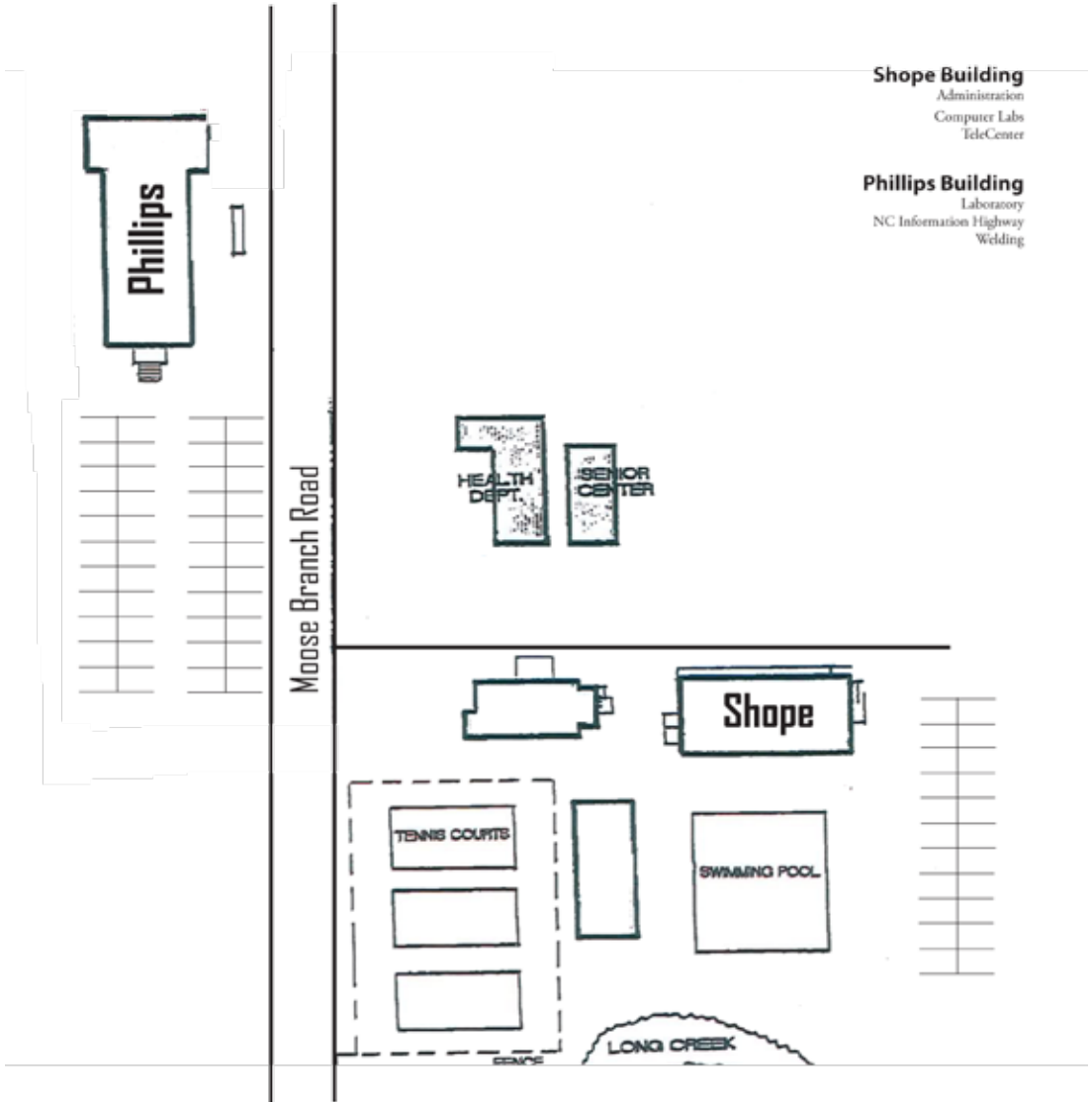
# Tri-County Community College

**Main Campus**  
**21 Campus Circle**  
**Murphy, North Carolina**



# Tri-County Community College

Graham County Center  
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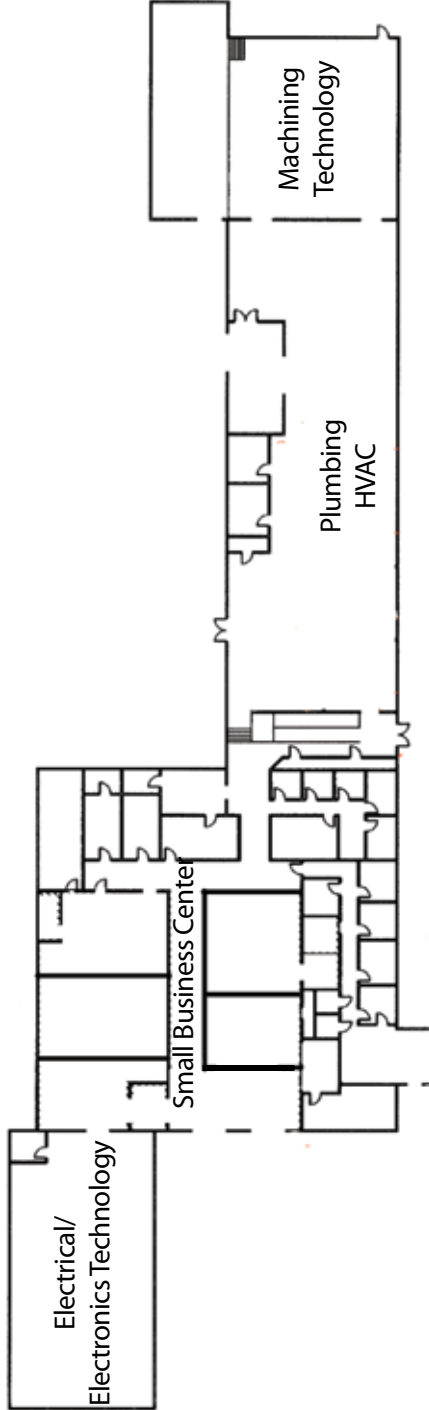


**Shope Building**  
Administration  
Computer Labs  
TeleCenter

**Phillips Building**  
Laboratory  
NC Information Highway  
Welding

# Tri-County Community College

Cherokee County Center for Applied Technology  
2415 Airport Road  
Marble, North Carolina



## How to Access Your Personal Drive and E-mail Account

### Using Your Student Personal Drive

As an enrolled student at Tri-County Community College you have been given an area on our server where you can save your schoolwork. To access this drive on our campus computers you turn on the computer and wait for the Novell login screen to appear.

### Logging in to Your Personal Drive

When the Novell login screen comes up, type your username in the first line of the screen. Your username is the first 4 letters of your last name plus the last four digits of your student ID number.

*Example 1* – Suppose my last name is Smith and my Student ID number is 1234567. My username would be smit4567.

*Example 2* – Suppose my last name is Carpenter and my student ID number is 9876543. My username would be Carp6543.

The first time you use your personal drive, the password will be *changeme*. You will be asked, however, to select a new password for the future. Be sure you remember this password because it will be known only by you. You can access your personal drive by clicking on My Computer. This will show a “P:” drive with your username. Double-click on this drive to open it.

### Saving Your Data to Your Personal Drive

When you prepare a class-related document, you can save it in your personal drive by clicking on File-Save. At the top of the Save File screen, click on the down arrow to the right of My Documents. One of the choices should be a P: drive showing your username. Click on this choice; give your file a name; and click on Save. You will now be able to get back to this file when you click on My Computer and go to your P: drive.

### Your E-Mail Account

As an enrolled student, you have been given a Tri-County e-mail account. To access that account you need to open the browser (probably Internet Explorer) on your computer. In the address bar at the top of the screen, type the address [webmail.tricountycc.edu](http://webmail.tricountycc.edu) and then hit the enter key. This brings you to the opening page of our student e-mail server. Click on the go button.

### Logging into your E-mail Account

You are now asked for your username and password. Your username is the first four letters of your last name plus the last four digits of your student ID number.

*Example 1* – Suppose my last name is Smith and my Student ID number is 1234567. My username would be smit4567.

*Example 2* – Suppose my last name is Carpenter and my student ID number is 9876543 . My username would be Carp6543.

The initial password for everyone is *changeme*. Click on the login button to view your e-mail.

### Changing Your E-mail Password

We suggest that you change your password so that others cannot access your account. To change the password, sign on to your account using the provided password. Then click on the middle button at the top of the screen. Type your old password (*changeme*) on the first line. Type your new password on the next two lines. Click Save.

### Closing Your E-mail

When you are ready to leave your e-mail account, always click on the third button at the top of the screen ( the arrow that points to the left). This will close your account so others cannot access it. Enjoy your e-mail account.

## Student Instructions for Using the Wireless Network

### Accessing the Wireless Network

If your computer uses a special program that you prefer, feel free to use that program. The following instructions use the basic wireless utility.

1. Right-click on the wireless network connection icon denoted by your particular operating system.
2. Left-click on "View Available Wireless Networks"
3. Select TCCC Wireless and click on Connect. You may be warned that this is not a secure network. Click on Connect Anyway.
4. Next click on your Internet browser program. You should immediately receive a message advising that there is a problem with the security certificate of the web site you have selected. Select Continue to this web site (not recommended).
5. The next screen will welcome you to the Tri-County Wireless Network and explain that this is an open network without security. Select Click Here to Access the Internet.

### Accessing Your Student Personal Drive Remotely

You also have the ability to access your student personal drive over our wireless network.

1. In your browser type in the following address: user101.tccc.cc.nc.us.
2. You should immediately receive a message advising that there is a problem with the security certificate of the web site you have selected. Select Continue to this web site (not recommended).
3. On the next screen login with the same username and password that you use to access your personal drive on campus. Your username is the first 4 letters of your last name plus the last four digits of your student ID number. Example Joe Jones and his student ID number is 1234567 username would be jone4567. The password at the beginning of the semester is change me.
4. Then Click on Login.
5. You may also receive a login screen that will request your e-mail password. When you first log into your e-mail, that will be the same password, *changeme*.
6. The Virtual Office will open to a quick view of the Student E-mail.
7. Click on the Second Button near the top of the screen to access your Personal Drive.

As soon as you enter your personal drive site we request that you change your password for your personal drive. Click on the icon that shows a lock. A screen will appear asking for your old password and the new password you want to use.

8. Click on the mail (third) icon to return to your student e-mail. You may be asked to re-enter your username and password to fully access your student e-mail.
9. As soon as you enter your student e-mail site we suggest that you change your password for your e-mail. Click on the middle icon at the top of the screen. It will show Options when your mouse points to it. A screen will appear asking for your old password and the new password you want to use.

NOTE: If you have problems accessing our wireless network, you can call 828-837-6810 or e-mail relliott@tricountycc.edu or jouten@tricountycc.edu. You may also find other e-mail tips and helpful instructions on the Web at: <http://user101.tccc.cc.nc.us/email/>.

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