

# General Reference



## Quick Reference Guide

Academic Affairs.....	Linda Lovingood
Administrative Affairs.....	Dr. Donna Tipton-Rogers
Admissions.....	Dr. Jason Chambers
College and Community Relations .....	Dotie Ortega
Counseling.....	Linda Howell
Department Heads	
Business/Allied Health.....	Cindy Gaddis
College Transfer.....	Dr. Steve Wood
Cosmetology .....	Pauline Ledford
Early Childhood.....	Scott Sherrill
Mathematics.....	Dr. Lee Erker
Science .....	Daniel G. Goff
Vocational/Technology .....	Scott Sherrill
Economic and Workforce Development.....	Paul Worley
Financial Affairs .....	Jan Westmoreland
Financial Aid/Scholarships .....	Diane Owl
Foundation .....	Dr. Terrie Kelly
GED/Literacy .....	Susann West
Graham County Center .....	Charlene Wood
Guided Studies.....	Kathy Temple
High School Liaison.....	Dotie Ortega
Human Resources/Employment.....	Sallie Baker
Information Highway.....	Jason Outen
Institutional Research and Assessments .....	Linda Kressal
Library/Audio Visual.....	Rachel McLean
Media Inquiries .....	Robert Payne
Online Classes/Distance Learning .....	Wes Chastain
Parking Permits .....	Business Office
Policies and Procedures.....	Sallie Baker
Questions for the President .....	Sallie Baker
Registration Payment .....	Business Office
Resources and Development .....	Dr. Terrie Kelly
Small Business Center .....	Cecilia Crawford
Student Services .....	Dr. Jason Chambers
Technology.....	Jason Outen
Transcripts - Curriculum.....	Holly Hyde
Transcripts - Non-Curriculum.....	Krystle Graves-Miller
Transfer Information .....	Dr. Jason Chambers
Web site .....	Robert Payne

## Faculty and Staff Directory

**Peggy Anderson**

Technical Assistant for Technology  
A.A.S. - Tri-County Community College  
West Building  
828-837-6810 ext. 4248 or ext. 4258  
panderson@tricitycc.edu

**M.L. Bagwell**

Secretary/Clerical Support - GCC  
Graham County Center  
828-479-9256  
mbagwell@tricitycc.edu

**Sallie Baker**

Executive Assistant to the President and Board of Trustees  
Director of Human Resources  
Clayton State University  
McSwain Building, Administrative Office  
828-835-4202  
sbaker@tricitycc.edu

**Robert (Bobby) Barton**

Director of Health and Public Safety  
Attended Tri-County Community College  
B.S. – Western Carolina University  
M.Ed. – Lincoln Memorial University  
Enloe Building  
828-835-4251  
bbarton@tricitycc.edu

**Christine (Chris) Batchelder**

EMS Program Instructor/Coordinator  
A.A.S. – Gateway Technical College  
B.S.B.A. – Cardinal Stritch University  
West Building  
828-835-4227  
cbatchelder@tricitycc.edu

**Steve Browning**

Instructor - Mathematics  
Attended Huntingdon College  
B.C.E. - Auburn University  
M.A.T., M.S.C.E. - University of West Alabama  
West Building  
828-835-4278  
sbrowning@tricitycc.edu

**Shannon Bryant**

Cashier/Accounting Technician  
A.A.S. - Tri-County Community College  
McSwain Building, Business Office  
828-837-6810, ext. 4213 OR 828-835-4312  
sbryant@tricitycc.edu

**Jason Chambers**

Director of Student Services & Admissions  
Attended Tri-County Community College  
A.A. - Young Harris College  
A.B.J. - University of Georgia  
M.A. Ed. - Western Carolina University  
Ed.D. - Western Carolina University  
Harper Building  
828-835-4225  
jchambers@tricitycc.edu

**Wesley K. Chastain**

Distance Learning Coordinator  
A.A.S. - Tri-County Community College  
Certifications: A+, CNA  
McSwain Building  
828-835-4265  
wchastain@tricitycc.edu

**Cecilia Crawford**

Director - Small Business Center  
A.A.S. - Tri-County Community College  
B.S.B.A. - Western Carolina University  
Master of Entrepreneurship - WCU  
Center for Applied Technology  
828-835-9564, ext. 203  
ccrawford@tricitycc.edu

**Allen Denny**

Instructor - Criminal Justice  
B.S. - Appalachian State University  
M.S. – East Carolina University  
McSwain Building  
828-835-4271  
adenny@tricitycc.edu

**R. Iris DeRosa**

Director of TCCC Child Care Center  
Attended NYU, Kean University  
B.A. - William Patterson University  
M.A. - Concordia University  
Jarrett/Oglesby Building  
828-835-9711  
iderosa@tricitycc.edu

**Lee Erker**

Chair, Mathematics Department  
 B.A. - Benedictine College  
 M.A.T. - Oberlin College  
 Ph.D. - The Ohio State University  
 West Building  
 828-835-4231  
 lerker@tricitycc.edu

**Kim Farmer**

Payroll/Purchasing Assistant  
 A.A.S. - Tri-County Community College  
 Center for Applied Technology  
 828-835-9564, ext. 200  
 kfarmer@tricitycc.edu

**Susan M. Fowler**

Instructor - Nursing Education  
 B.S.N. - Berea College  
 M.H.S. - Western Carolina University  
 Enloe Building  
 828-835-4252  
 sfowler@tricitycc.edu

**Troy Forsyth**

Systems Administrator/Database Manager  
 A.A.S., A.A. - Tri-County Community College  
 B.S.B.A - Western Carolina University  
 McSwain Building  
 828-837-6810 ext. 4253  
 tforsyth@tricitycc.edu

**Cynthia A. Gaddis**

Instructor - Office Systems Technology  
 A.A.S. - Tri-County Community College  
 B.S., M.A. Ed. - Western Carolina University  
 McSwain Building  
 828-835-4244  
 cgaddis@tricitycc.edu

**Daniel G. Goff**

Chair, Science Department  
 B.S. - Aquinas College  
 M.A. - North Carolina State University  
 Enloe Building  
 828-835-4270  
 dgoff@tricitycc.edu

**Krystle Graves-Miller**

Registrar - Non-Curriculum Education  
 A.A.S. - Tri-County Community College  
 B.S.B.A - Western Carolina University  
 Harper Building  
 828-835-4276  
 kgraves-miller@tricitycc.edu

**Robert (Bo) Gray**

Chief College and Community Initiatives Officer  
 A.A. - St. Petersburg Junior College  
 B.S. - University of Florida  
 M. Div. - Trinity Evangelical Divinity School  
 Harper Building  
 828-835-4222  
 bgray@tricitycc.edu

**Byron Hampton**

Instructor - Electrical/Electronics Technology  
 A.A.S. - Tri-County Community College  
 Center for Applied Technology  
 828-835-9564, ext. 201  
 bhampton@tricitycc.edu

**Julie Hanwell**

Lead Instructor for Guided Studies  
 B.A. - University of Florida  
 M.A. Ed. - Western Carolina University  
 Crisp Building, Guided Studies  
 828-835-4281  
 jhanwell@tricitycc.edu

**Lisa Hardin**

Payroll/Accounting Technician  
 A.A.S. - Tri-County Community College  
 McSwain Building, Business Office  
 828-837-6810, ext. 4257  
 lhardin@tricitycc.edu

**Kathleen Hearl**

Medical Assisting Program Director  
 B.S.N., Cert. Med. Asst. - University of Tennessee  
 Enloe Building  
 828-835-4247  
 khearl@tricitycc.edu

**Krystal D. Hernandez**

Financial Aid Technician  
 B.B.A. - Mississippi State University  
 M.A. Ed. - Western Carolina University  
 Harper Building  
 828-835-4260  
 khernandez@tricitycc.edu

**Melvin Hicks**

Maintenance/Custodian  
A.A.S. - Tri-County Community College  
McSwain Building, Business Office  
828-837-6810

**Trevis Hicks**

Instructor - Information Systems Networking  
Technology  
A.A.S. - Tri-County Community College  
B.S.B.A. - Western Carolina University  
CCNA, CCAI, A+  
McSwain Building, Room 140A  
828-835-4235  
thicks@tricitycc.edu

**Lee Ann Hodges**

Instructor - English  
B.A., M.A. Ed. - Western Carolina University  
McSwain Building  
828-835-4269  
lhodges@tricitycc.edu

**Lauren M. (Debbie) Hogan**

Instructor - Nursing Education  
B.S.N., M.H.S. - Western Carolina University  
Enloe Building  
828-835-4246  
dhogan@tricitycc.edu

**Jennifer Hogsed**

JobsNow Coordinator  
B.S.B.A - Western Carolina University  
Center for Applied Technology  
828-835-9564, ext. 207  
jhogsed@tricitycc.edu

**Linda Howell**

Coordinator of Career, Counseling and Testing/HRD  
B.S., M.A. Ed. - East Carolina University  
Harper Building  
828-835-4259  
lhowell@tricitycc.edu

**Ginger B. Hubbard**

Assistant to Executive Vice President of Operations  
A.B.A. - Southwestern Community College  
McSwain Building, Business Office  
828-837-6810 ext. 4214 OR 828-835-4312  
ghubbard@tricitycc.edu

**Holly Hyde**

Registrar, Curriculum  
B.S. - University of North Carolina - Asheville  
M.B.A. - American InterContinental University  
Harper Building, Room 111  
828-835-4219  
hhyde@tricitycc.edu

**Phil Jones**

Instructor - Machining Technology  
A.S. - Young Harris College  
Diploma - North Georgia Tech  
Center for Applied Technology  
828-835-9564, ext. 202  
pjones@tricitycc.edu

**Terrie M. Kelly**

Vice President of Resources and Development  
B.S., M.S.A. - Columbus State University  
Ed.D. - Nova Southeastern University  
McSwain Building  
828-835-4203  
tkelly@tricitycc.edu

**Helen M. Kilpatrick**

Human Resources Assistant  
B.S.B.A. - Western Carolina University  
McSwain Building, Administrative Office  
828-835-4201  
hkilpatrick@tricitycc.edu

**Linda Kressal**

Dean of Learning Resources and Assessment  
A.A. - Palm Beach Community College  
B.A. - University of Florida  
M.L.S. - Emory University  
Dr. Carl D. Dockery Library/Media Center.  
McSwain Building  
828-835-4288  
lkressal@tricitycc.edu

**Brian Lambert**

Maintenance/Custodian  
McSwain Building, Business Office  
828-837-6810

**Joan Ledford**

Instructor - Health Management/Sciences  
 B.A. - Ithaca College  
 Physician Assistant Certification- Wake Forest University  
 M.H.S. - Western Carolina University  
 Enloe Building  
 828-835-4283  
 jfledford@tricitycc.edu

**Pauline Ledford**

Head, Cosmetology Department  
 Cosmetology/Instructor License  
 Crisp Building  
 828-835-4234 OR 828-835-4317  
 pledford@tricitycc.edu

**Suzann Ledford**

Instructor - English  
 Attended Tri-County Community College  
 B.A. - Mars Hill College  
 M.A. - Appalachian State University  
 McSwain Building  
 828-835-4216  
 sledford@tricitycc.edu

**Lisa Thompson Long**

Director for Community Outreach  
 A.A.S. – Tri-County Community College  
 B.B.A. – American InterContinental University  
 M.Ed. – American InterContinental University  
 Harper Building  
 282-835-4200  
 lthompson@tricitycc.edu

**Linda M. Lovingood**

Vice President of Instructional Services  
 Attended Tri-County Community College  
 B.S. - Mars Hill College  
 M.B.A. - Western Carolina University  
 McSwain Building  
 828-835-4242  
 llovingood@tricitycc.edu

**Keith Marcus**

Instructor - Automotive Technology  
 Diploma, Nashville Auto Diesel College  
 Automotive Technology Center  
 A.A.S. - Tri-County Community College  
 A.S.E. Certified  
 828-835-4250  
 kmarcus@tricitycc.edu

**George L. McCabe**

Instructor - Information Systems/Networking Technology  
 A.A.S. - Tri-County Community College  
 B.S.B.E. – East Carolina University  
 CNA(3-5), CNE(3-5), CCNA, NAI(3-5), CCAI  
 McSwain Building, Room 147  
 828-835-4266  
 gmccabe@tricitycc.edu

**Kathy McConnell**

Secretary/Receptionist, Student Services and Admissions  
 Harper Building  
 828-837-6810, ext. 4221 or 828-835-4315  
 kmccconnell@tricitycc.edu

**Janet McDougall**

IT Technician – Graham County Center  
 B.S. - Biola College  
 Graham County Center  
 828-479-9256  
 jmcDougall@tricitycc.edu

**Rachel McLean**

Library Services Coordinator  
 A.A.S. - Tri-County Community College  
 B.S.B.E. – East Carolina University  
 Dr. Carl D. Dockery Library/Media Center  
 McSwain Building  
 828-837-6810, ext. 4218 OR 828-835-4314  
 rmclean@tricitycc.edu

**Krystle Graves-Miller**

Registrar, Career and Community Education  
 A.A.S. - Tri-County Community College  
 B.S.B.A. - Western Carolina University  
 Harper Building  
 828-835-4276  
 kgraves-miller@tricitycc.edu

**Dotie Ortega**

College and Community Relations Specialist  
 A.A.S. - Tri-County Community College  
 B.B.A. – Montreat College  
 Harper Building  
 828-835-4208  
 dstafford@tricitycc.edu

**Jason Outen**

Director of Computing and Information Management  
A.A.S. - Tri-County Community College  
B.S.C.S - Strayer University  
CNA, CCNA, NET+, CIW, MOS  
West Building  
828-837-6810, ext. 4258 or 828-835-4229  
jouten@tricitycc.edu

**Johnny Outen**

Maintenance/Custodian  
A.A.S. - Tri-County Community College  
Graham County Center  
828-479-9256

**Judy L. Owenby**

Purchasing Agent/Events and Equipment Coordinator  
A.A.S. - Tri-County Community College  
B.B.A. - Montreat College  
McSwain Building, Administrative Office  
828-835-4212  
jowenby@tricitycc.edu

**Diane Owl**

Director of Financial Aid  
A.A.S. - Tri-County Community College  
B.B.A. - Montreat College  
Harper Building  
828-835-4220  
dowl@tricitycc.edu

**Billy R. Palmer**

Instructor - Social Studies  
B.S., M.A. - Western Carolina University  
West Building  
828-835-4228  
bpalmer@tricitycc.edu

**Robin Panter**

Instructor - Evening Cosmetology Program  
Cosmetology/Instructor License  
Crisp Building  
828-835-4282  
rpanter@tricitycc.edu

**Robert M. Payne**

Communications Officer  
B.A. - University of North Carolina - Asheville  
Harper Building  
828-835-4255  
rmpayne@tricitycc.edu

**Jason Penley**

Instructor – Weekend Welding Program  
Diploma – Tri-County Community College  
West Building  
828-835-4230  
jpenley@tricitycc.edu

**Ann Phillips**

Secretary/Receptionist - GCC  
A.A.S. - Tri-County Community College  
Graham County Center  
828-479-9256  
caphillips@tricitycc.edu

**Mitch Prince**

Maintenance/Custodian  
Enloe & Harper Buildings  
828-837-6810

**Deborah Raper**

Coordinator for CNA Programs  
A.S.N. - Hillsborough Community College  
Peachtree Place, Suite 5  
828-835-3095  
draper@tricitycc.edu

**Kathy D. Rathbone**

Instructor - Business Administration  
A.A. - Tri-County Community College  
B.A. - University of North Carolina - Asheville  
M.B.A. - Western Carolina University  
McSwain Building  
828-835-4243  
krathbone@tricitycc.edu

**Jessica S. Rickett**

Administrative Assistant/Compliance Coordinator for Vice President of Instructional Services  
A.A. - Tri-County Community College  
McSwain Building  
828-835-4206  
jrickett@tricitycc.edu

**Dulcie Riffle**

Instructor - Early Childhood Education  
Attended University of Connecticut & Fairfield University  
B.A. - Florida Atlantic University  
M.A. - Nova University  
West Building  
828-835-4273  
driffle@tricitycc.edu

**Sharon (Sherry) Robertson**

Instructor – Accounting  
 B.B.A. – North Georgia College & State University  
 M.Tx. – Georgia State University  
 McSwain Building  
 828-835-4289  
 srobertson@tricitycc.edu

**Scott Sherrill**

Division Chair, Vocational/Technology Programs  
 Instructor - Information Systems Technology  
 Attended Tri-County Community College  
 B.S.B.A., M.B.A. - Western Carolina University  
 NCNI, NSNS, MOUS-Excel, NetPrep 1-4  
 McSwain Building  
 828-835-4268  
 ssherrill@tricitycc.edu

**Robin Stevenson**

ABE Coordinator (Adult Basic Skills)  
 B.S. - Lebanon Valley College  
 McSwain Building  
 828-835-4256  
 rstevenson@tricitycc.edu

**Kathryn Lea Temple**

Coordinator/Instructor - Guided Studies  
 Attended Tri-County Community College  
 B.A., B.S. - Western Carolina University  
 Development Education Specialist -  
 Kellogg Institute at Appalachian State University  
 M.A. – California State University  
 Crisp Building, Guided Studies  
 828-835-4224  
 ktemple@tricitycc.edu

**Donna Tipton-Rogers**

President  
 B.A. - University of North Carolina - Asheville  
 M.A. - University of Charleston & The Citadel  
 Ed.D. - University of Tennessee  
 McSwain Building, Administrative Office  
 828-837-6810  
 dtipton@tricitycc.edu

**Bill Trotter**

Instructor - Science  
 B.S., M.S. - Science Education - North Georgia  
 College  
 Enloe Building  
 828-835-4245  
 wtrotter@tricitycc.edu

**Bill Vespasian**

Comptroller/CFO  
 Attended Tri-County Community College  
 B.B.A. - Montreat College  
 M.A. Ed. - Western Carolina University  
 McSwain Building, Administrative Office  
 828-835-4211  
 bvespasian@tricitycc.edu

**Cecil Warren**

Maintenance Supervisor  
 McSwain Building, Business Office  
 828-837-6810

**Susie West**

Director of Adult Basic Skills  
 B.A. - Lenoir Rhyne College  
 M.A. Ed. - Western Carolina University  
 McSwain Building  
 828-835-4239  
 swest@tricitycc.edu

**Gary W. Westmoreland**

Instructor - Welding  
 Diploma - Tri-County Community College  
 West Building  
 828-835-4230  
 gwestmoreland@tricitycc.edu

**Janice R. Westmoreland**

Executive Vice President of Operations  
 A.A.S. - Tri-County Community College  
 B.B.A. - Montreat College  
 M.A. Ed. - Western Carolina University  
 McSwain Building, Administrative Office  
 828-835-4210  
 jwestmoreland@tricitycc.edu

**Ronnie Whitener**

Instructor - Chemistry  
 B.S., M.S. - Western Carolina University  
 Enloe Building  
 828-835-4279  
 rdwhitener@tricitycc.edu

**Bob Williams**

Back up Systems Administrator/WebAdvisor  
 B.A. - Augusta State University  
 West Building  
 828-837-6810, ext. 4293  
 bwilliams@tricitycc.edu



**Charlene Waldroup Wood**

Assistant to the President for Graham County  
Operations  
A.A. - Tri-County Community College  
Graham County Center  
828-479-9256  
cwaldroup@tricitycc.edu

**Stephen D. Wood**

Dean of Faculty  
Division Chair, College Transfer Programs  
Instructor - English  
B.A., M.A., Ph.D. - University of Georgia  
McSwain Building  
828-835-4254  
swood@tricitycc.edu

**Paul Worley**

Director for Economic and Workforce Development  
A.A.S. - Tri-County Community College  
B.B.A. - Montreat College  
M.A. Ed. - Western Carolina University  
Center for Applied Technology  
828-835-9564, ext. 204  
pworley@tricitycc.edu

**Retired Senior Administrators Emeritus**

The following have been awarded Emeritus  
status from the Board of Trustees of Tri-County  
Community College:

**K. David Jones**

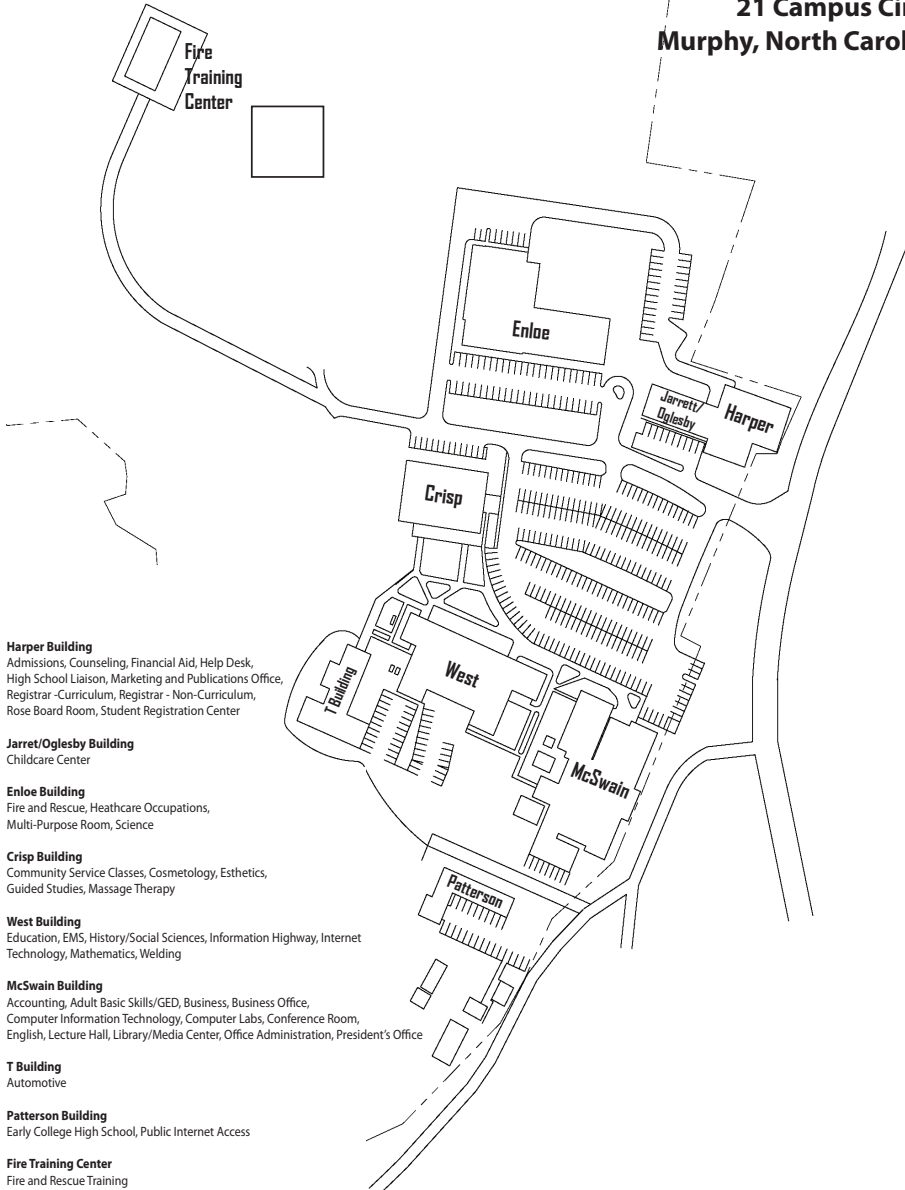
Vice President of Administrative Services

**F. David Slagle**

Vice President of Planning & Institutional Research  
Emeritus

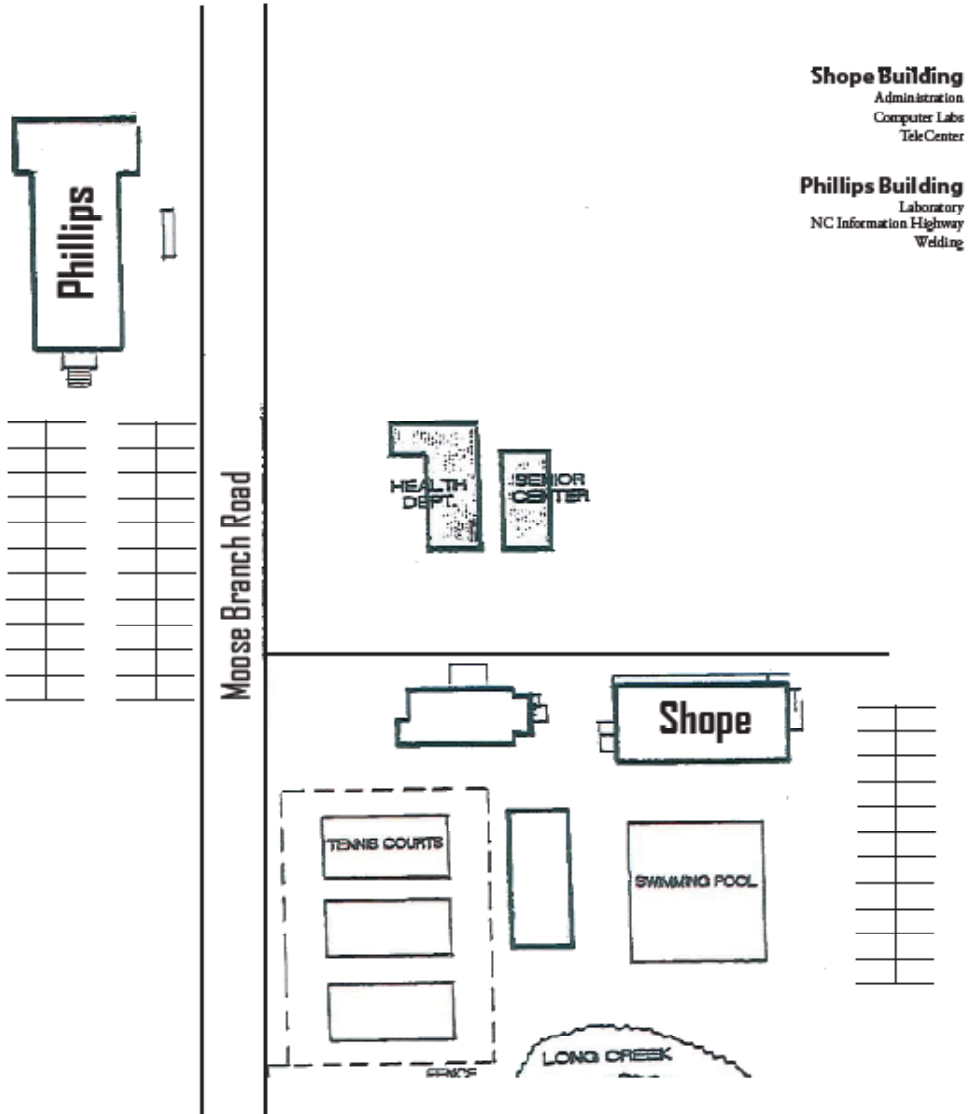
# Tri-County Community College

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



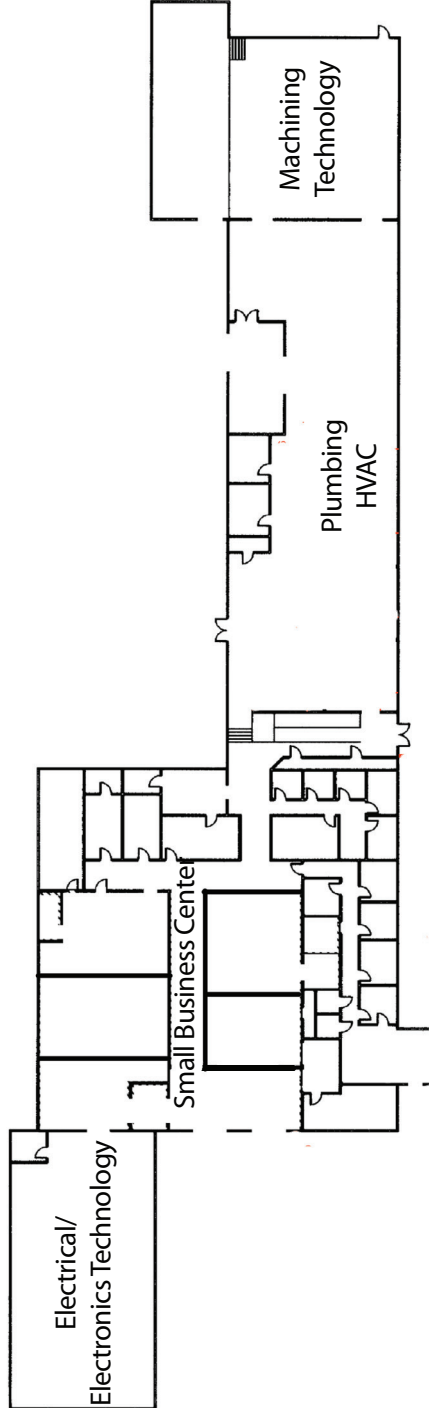
# Tri-County Community College

**Graham County Center**  
**145 Moose Branch Road**  
**Robbinsville, North Carolina**



# 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.tricountyc.edu](mailto:webmail.tricountyc.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 in to 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

Configuring your Wireless Windows Connection with Windows XP, Windows 2000, or Vista

1. From the Windows taskbar click Start – Control Panel.
2. Click the Network and Internet Connections (your view may skip this step.)
3. Click the Network Connections icon.
4. Right-click (click with the right side of the mouse) the Wireless Network Connection icon and select Properties. Note: If you do not see a Wireless Connection icon, you will need to purchase and install a wireless network card before you can access any wireless network.
5. Scroll down in the Properties box and click the Internet Protocol (TCP/IP) component. When this component has been highlighted, click the Properties button on the right side of the screen.
6. Click the “Obtain IP address automatically” radio button.
7. Also click the “Obtain DNS server address automatically” radio button.
8. Click OK and click Close on the Properties window. Close the Network Connections window.

### 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 Windows wireless utility.

1. Right-click on the wireless network connection icon on the right side of the Windows task bar.
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](http://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.
8. 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.
9. 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.
10. 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 contact the Help Desk at 828-837-6810, ext. 4284, or by e-mail to [tclark@tricountycc.edu](mailto:tclark@tricountycc.edu) or [bwilliams@tricountycc.edu](mailto:bwilliams@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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