

HOW TO LOG IN TO WebAdvisor

1. Find User ID and Password

- Access the Internet from any Internet-equipped computer.
- Enter *www.tccd.edu* and click **register online**.
- Bookmark this link.
- Click on **WebAdvisor ID and Password Help**.

2. Locate your User ID

- Click on **What's my user name?**
- Enter your Last Name, Social Security Number or Colleague ID and click **Submit**.
- Make note of your User Name. (i.e. john.smith or john.smith12345)

3. Log in using your Default Password

- Click on **Log In** tab.
- Enter your User Name and the LAST SIX digits of your Social Security Number and click **Submit**.
- This is your Default Password.

4. Set up Password Security Questions

- If you have not set up your password security questions, you will be prompted to do so here.

5. Create your new password

- After successfully setting up your password security questions, you will need to change your password and set a password hint. There are 2 change password options depending on if you know your password or do not remember your password.

Congratulations! You have created your new login information for WebAdvisor and can now access your online account. You will receive an e-mail confirmation regarding your password change.

Forgot your password? Call 817-515-5660.

HOW TO USE CampusCruiser

CampusCruiser is Web-based software that has a Personal Tools area with links to many personal features for things like free e-mail, a calendar, an address book, and tasks. You can also view your class information or request to join a club.

Access CampusCruiser

www.my.tccd.edu

Login Information

User ID Name and Password are the same as *WebAdvisor*.

First time users must accept the License Agreement to continue the login process.

Dashboard

The Dashboard is the "home" screen. This allows you to see [Personal Tools], [My Classes], [Announcements], etc. There are tabs and sub-tabs that allow you to navigate within *CampusCruiser*. <Help> is available on all screens and <Support> is the easy e-mail link to TCCD *CampusCruiser* administrator staff for support.

E-mail

CampusCruiser e-mail works like most e-mail. You have an Inbox, Trash Folder, and Outbox. You can send to anyone and receive e-mail from anyone. You can use the Directory to select student and employee names. Your e-mail address format is this: *first.last@my.tccd.edu* Your name is the same as your LOGIN NAME. Therefore, if you have numbers after your name, then your e-mail address will contain numbers. You have limited space, so delete unwanted e-mail and stay alert of your file allocation bar.

From within your class

You can view your class information using two methods: from the My Cruiser's & Academics tabs. Click on any class link or select the semester term. Once inside a class you are enrolled in, you have many links available to you. You can CLICK on any of those links to see what information your instructor has provided in class. Remember, always refer to the information your instructor has provided in class. Not all instructors will post information to every link.