Web Advisor Guide
LOGIN:

Start a web Browser (Internet Explorer) and go to https://webadvisor.pamlicocc.edu/WA/WebAdvisor

You can access Web Advisor anywhere in the world that you have access to the internet.

You can get to this link from a shortcut from Campus Cruiser or Moodle. On Campus Cruiser, the link is under Bookmarks on the Main Campus Tab. There is also a link on the College’s Main Web Page http://www.pamlicocc.edu/

Here is the screen you should see:

From here you need to either logon, or get access. Since you have never accessed Web Advisor, click on I’m new to WebAdvisor

This screen will appear:

Read this screen. It details the steps for creating your login
Click on OK.

On this screen, enter your last name and either your SSN or College ID# and click submit.

Your College ID # is printed on the bottom of your college ID card.

The next screen will show you your user ID. It is the same as Campus Cruiser.

Here you need to click the dropdown arrow to select your email.

Then click submit.

We recommend you use your Campus Cruiser email for this.

If you do not have an email address listed here or if it is incorrect, please contact Student Services to have them correct this.

Computer Services can offer help in other areas if needed. If you send us an email, please tell us who you are, what your problem is, and how to get in touch with you (email, phone #, ...)

In about 5 minutes, you will receive an email from WebAdvisor with your temporary password.
Once you have your login and password return to the main page and click on Login:

Enter your user name and password.
Click Submit

Since this was a temp password (your first time login) you will be prompted to change your password. Enter a new password and hint to help remember that password. Passwords must contain numbers and letters.
Here is the screen you will see after login:

Select Students from the Menu

From here, you can get access to your schedule, grades, Transcripts (unofficial), etc.

You can even evaluate where you are in your program of study

Financial Information, Financial Aid and Documents, and Online registration are not set up yet.
Return to the Main Menu

From here select Prospective Students
On this screen, you can access a schedule of classes being offered at Pamlico Community College.

Once the College establishes its schedule for next Semester, you can plan your next classes.

Click on Search for Sections

This screen will allow you to search for classes based on:

- Term
- Subject
- Meeting Times and Days
- Even Instructor

Make your selections and click on submit.
Here you can see classes offered, meeting information, Instructors assigned, etc.

You can click on any class and get more detailed information:
Last step is to Log Out. Click on Log Out. This can be done from any of the screens we have seen.

This warning will appear. In order to safeguard your personal information, click OK from this screen.