

Now that you're a part of the TCL family, staying up to date with your financial aid, registration and emails is crucial to successfully navigating college life. See below to learn how to access these great tools.

WEBADVISOR

Use WebAdvisor to register for classes, check your financial aid status and have instant access to where you are in your program of study.

For WebAdvisor: Go to the TCL home page at www.tcl.edu and click on the WebAdvisor fast link or go directly to webadvisor.tcl.edu.

The first page gives you contact information and video demonstrations of how to perform certain tasks in WebAdvisor. After viewing this page, click on "Continue to WebAdvisor." Then read the terms, click on "I agree to these terms and wish to continue to WebAdvisor." You will be taken to the Welcome Page.

On the Welcome Page, click "Log In" and enter your User ID (your first and last name, all lowercase with no space between them) and your Password (your initial Password will be the last seven digits of your SSN). As soon as you log in, you will be advised that your Password has expired and that you must change it. Enter your User ID and the old Password (the last seven digits of your SSN) and then create a new Password that can be six to nine characters long, but must be a combination of numbers and letters. From your personal Welcome Page you can proceed with the tasks you need to perform.

If you encounter problems logging into WebAdvisor or you've forgotten your password, please contact the Help Desk at 843-525-8344 or via email at helpdesk@tcl.edu.

If you have any questions about registration policies or procedures, please contact Student Records at 843-525-8272.

BLACKBOARD

Blackboard is used by many faculty to communicate with students, especially for online classes. You can chat with your classmates, post homework assignments and even take tests. It's what we call our Learning Management System.

BLACKBOARD On-line Learning:

Go to the TCL home page at www.tcl.edu and click on the Blackboard fast link. Then use the "TCL Blackboard Log-In Page" link in the sidebar to access the Blackboard login screen. Your Username is your seven-digit TCL Student ID number including the preceding 0's. Example: 0012345. Your password is the first letter of your first name followed by the last three digits of your social security number. Click "Login." **NOTE:** If you are a new student, you will not be able to access Blackboard until 2-3 days before your classes start.

For online course orientation, visit: <http://libguides.tcl.edu/blackboard>

Blackboard Support: Go to the TCL home page and click on the Blackboard fast link. Click on the link "Technical College of the Lowcountry Online Support Center" near the bottom of the page. Here, you can browse helpful guides and material and contact the support team directly – 24 hours a day, 7 days a week! You may chat live with a support team member, submit a ticket with your issue or concern, or call directly, toll-free: 1-877-736-2586. In order to submit a ticket, you must first create an account. When doing so please use your TCL email address and password associated with your Blackboard Account to eliminate confusion.

STUDENT EMAIL

This will be one of your lifelines to your instructors, student life and departments on campus, especially financial aid. It's the only way to securely communicate with TCL offices. Official TCL communication is sent to your TCL Student Email account only!

TCL uses Microsoft Office 365 for student email. Your TCL email account is free and can be used as long as you like, even after you graduate.

To access email go to <https://www.outlook.com/my.tcl.edu>. Your User ID is your first and last name @my.tcl.edu and should be typed as one word: firstnamelastname@my.tcl.edu. The entire User ID is typed in lower case letters with no spaces. For example, the User ID for John Smith is johnsmith@my.tcl.edu. Your initial password is ("TCL" + "the last seven digits of your social security number" + "!"). For example, John Smith has a social security number of 123-45-6789. TCL3456789! is the initial password for John Smith. Click the "Sign in" button.

When you sign in for the first time, you will be asked to change your password. Your new password must be eight or more characters in length including letters, punctuation, symbols, and numbers to create a strong password. When creating your new password, you can check it to find out if it is a weak or strong password. Be sure to create a password that is not in the weak category.

Your Microsoft Office 365 account will give you access to email, a calendar, contacts, and tasks and will enable you to install Office applications on up to five PCs or Macs for free. If you experience problems logging in or forget your password, call the Help Desk at (843) 525-8344.

Microsoft also provides a free account called OneDrive. To sign into OneDrive go to <https://onedrive.live.com>. Initially, your User ID and password will be the same as for your TCL email account. OneDrive provides access to online storage, file sharing, and Microsoft Office applications. Because TCL does not manage your OneDrive account, you should go to <http://support.microsoft.com/> for support. You can also call the general support line at (800) 642-7676.

TEXT ALERT

With TCL's Text Alert you can receive emergency notifications and event updates via text messaging on your cell phone.

Everyone is strongly encouraged to register his/her cell phone with TCL's Text Alert service. Setting it up is easy: just go to www.tcl.edu/text-alert. Unlike the other technology offerings at TCL, Text Alert allows you to choose your own username and password.

Note that your enrollment in this service automatically expires on the date shown in the "Opt-out" box — be sure to choose an expiration date after your expected graduation date.

To sign up for a WebAdvisor, TCL Email, and Blackboard workshop offered through the LRC/Library, visit <http://libguides.tcl.edu/workshops>.