

campuscruiser

HOW DO I CONTACT MY INSTRUCTOR?

After you log in to CampusCruiser, select your instructor's course, located under the **My Classes** section. Next, click on the instructor's name. A window will appear with more information about the instructor. Click on the instructor's email address and start composing your email.

HOW DO I LOGIN TO CAMPUSCRUISER?

Enter your Login ID and password in the box that says Log In ID. Then click "**Log In**". New users will have to accept the CampusCruiser Terms of Usage agreement. This is done by clicking the "**Accept**" button. New users will also have to change their password. Enter your current password (this should be your Student ID Number). Next, enter a new password, anything between 6 - 64 characters. Then re-enter your new password. Once you have completed the steps above click the "**Save**" button.

WHAT IS CAMPUSCRUISER?

CampusCruiser is the student email and information system provided by Lenoir Community College. The instructors at LCC use CampusCruiser to communicate with their students. If you are taking an online course this is the email account that you will use to communicate with your instructors. In CampusCruiser, an entire community of students, faculty, administrators, and alumni can collaborate and interact with one another, while sharing and authoring community contents that make up everyone's campus life.

WHAT IS MY LOGIN ID AND PASSWORD?

Your Login ID is created by using your first initial, your middle initial, your last name, and the last 2 digits of your Student ID Number. For example, if we have a student named John Patrick Smith with a Student ID of 0012345, then his Login ID would be **jpsmith45**.

Note:

If your name contains a suffix for junior (jr) or the third (III) this will be added to the end of your last name. Using the example John Patrick Smith Jr., your login id would be **jpsmithjr45**.

HOW DO I SEND AN EMAIL?

After you log in to CampusCruiser, click the **E-Mail** link located on the lower left corner of your screen, under the **Personal Tools** section. Next, click the **Compose** link under the **Tools** tab, located on the left side of the screen. Finally, start composing your email by filling out the **To:**, **Subject:**, and **Message:** sections. Click "**Send**" when finished.

WHAT IS MY EMAIL ADDRESS?

Your email address will be your Login ID with **@ccmail.lenoircc.edu** added to the end. Using John Patrick Smith as an example, his email address would be **jpsmith45@ccmail.lenoircc.edu**.

HOW DO I SIGN UP FOR CRUISERALERT?

<http://www.lenoircc.edu/pdf/cruiseralertenduser.pdf>

Please visit the above link to sign up for CruiserAlert which will allow you to receive emergency alerts, school closings, etc. on your cell phone.

For more detailed information on accessing CampusCruiser and all it has to offer, please visit:

<http://www.lenoircc.edu/faq.htm?expanddiv=campuscruiser>

I FORGOT MY PASSWORD. HOW DO I RESET IT?

Click on the **Support** link at the top right of the webpage. A support window will pop-up. In the support window, enter your **Last Name**, **First Name**, **CampusCruiser E-mail**, and the **Subject**. These 4 fields are required. Click "**Send**". Once the LCC help desk receives your request they will reset your password to your 7 digit Student ID Number. You will have to change this password when you log in.