



If you want to change items like your profiles, signature, or password then click on Profile to access that section of MyCruiser. Once you click you will have the next image on your screen. Notice that under Personal Profile you have the following options: My Campus Profile, Work Profile, Home Profile, Signature, Change Password and Password Hint.

Fill in these items.

Decide which sections that you want to be public and click those check boxes.

Here you can fill in other useful information so that students and other faculty and staff will be able to locate you.

Don't forget to click the Save button!

Profile

Hello, Deborah McGuire [LOG OUT](#) Wilkes Community College

MyCruiser > Personal Tools > Profile

My Campus Profile ← Note this one is My Campus Profile.

[View My Public Profile](#) [View My vCard](#)

Full Name : Deborah McGuire
 Honors :
 Type : Faculty
 E-mail : deborahmcguire@wilkescc.mailcruiser.com
 Affiliation : Information Systems
 Title : Director of Distance Learning and Professional Development
 Mail Box :
 Office : Rm 114 Thompson Hall
 Office Hours : Available by appointment

Here is an example where I have filled in my contact information on the form.

My Campus Contact Information

Phone : 336-838-6524
 Fax : 336-838-6277
 Address : 1328 Collegiate Dr
 City : Wilkesboro
 State : NC
 Zip Code : 28697

Display This Publicly

Work : PUBLIC
 Home : PUBLIC
 vCard : PUBLIC
 Signature : PUBLIC

[Save](#)

Profile

Hello, Deborah McGuire [LOG OUT](#) Wilkes Community College

Dashboard Personal Tools

MyCruiser > Personal Tools > Profile

Work Profile ← This one is my Work Profile, this form will pick up most of the information from the first form so it will already be filled in when you get to it.

[View My Public Profile](#) [View My](#)

Full Name : Deborah McGuire
 Company : Wilkes Community College
 Department : Distance Learning and Professional Development
 Position / Title : Director of Distance Learning and Professional Development
 E-mail : deborahmcguire@wilkescc.mailcruiser.
 Phone : 336-838-6524
 Fax : 336-838-6277
 Mobile :
 Address : 1328 Collegiate Dr.
 City : Wilkesboro State / Province : NC Zip Code : 28697
 Country : USA
 Web : http://wcc.wilkescc.edu/DeborahMcGuire/website/

Add Work Profile to My vCard : vCARD
 Display Work Profile Publicly : PUBLIC

[Save](#)

- Personal Profile
- My Campus Profile
- Work Profile
- Home Profile
- Signature
- Change Password
- Password Hint

MyCruiser > Personal Tools > Profile

Signature

Rich-Text: (Primary)

Trebuchet MS 4 B I U x² x₂ A&B

Debi McGuire
Director of Distance Learning and Professional Development
Wilkes Community College

Plain-Text:

Debi McGuire
Director of Distance Learning and Professional Development
Wilkes Community College

Save

Here you can create a signature for your outgoing messages, notice that you have to put in two options - Rich Text and Plain Text.