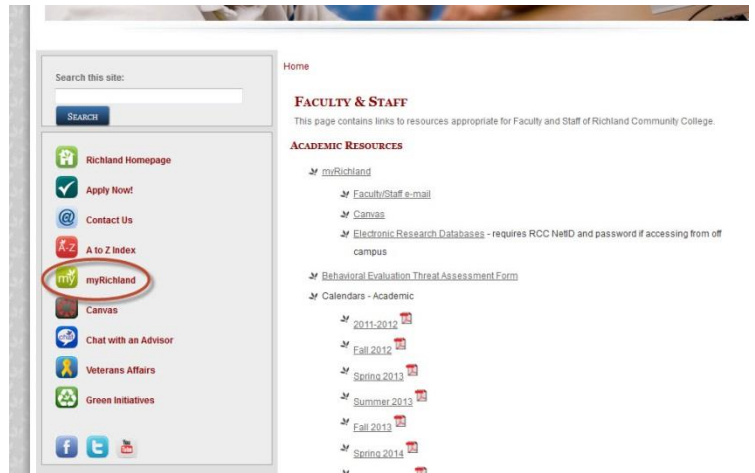


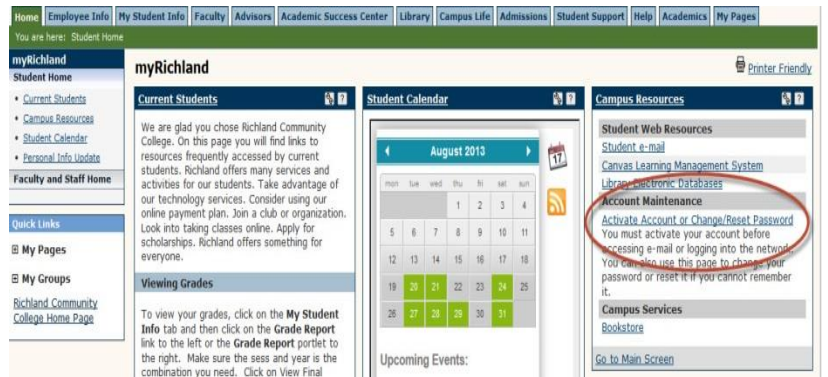
Activating Your NetID and Password

(For Use With myRichland, Canvas, Zimbra, and the LRC Databases)

Go to the Richland Home Page (www.richland.edu), click on myRichland



On the myRichland page, under Student Account Maintenance, click on "Activate Account or Change/Reset Password"



Fill in all the information requested on this page, EXACTLY the way the directions state

Student Account Activation (Password Reset)



Instructions

Richland Community College provides a student e-mail account for all students enrolled in credit courses at Richland. This account is created when you register for courses and remains active while you are enrolled in credit courses. All official communication from the College will be conducted through this e-mail account, so it is important that you activate the account and regularly check the e-mail.

This form will activate your Richland student account and provide access to the computing resources at Richland Community College. You will be notified of your NetID after you successfully complete this form.

Step 1 - Identification

When you registered for classes, you were provided a Student ID number. Enter that number here.

Student ID number

Step 2 - Verification

To keep someone else from accessing your account, you need to verify who you are.

Enter your birthday in **mm/dd/yyyy** format (Jan 19, 1989, would be entered as 01/19/1989) and the **last four digits** of your social security number. If you did not provide Richland with your social security number or your birthday, then you will need to see someone to activate your account.

Birthday (enter in mm/dd/yyyy format)

Last four digits of Social Security Number

Step 3 - Create Password

At the bottom of the page, click the "Activate Account" button

Step 4 - Activate Account

Click the Activate Account button to activate your account. If you are successful, then the next screen will show you what your NetID, e-mail address, and password (if you had the computer assign one) are. If you can not activate your account, then contact the Online Learning Helpdesk in the Learning Resources Center, by phone at 217-875-7211x376, or by e-mail at ochelp@richland.edu.

Activate Account

If you get an error message, go back and correct the information

Student Account Activation (Password Reset)



There was an error processing your activation request and your account was not activated. The error is explained below near the location of the problem. Please read the instructions carefully when completing the form.

Instructions

Richland Community College provides a student e-mail account for all students enrolled in credit courses at Richland. This account is created when you register for courses and remains active while you are enrolled in credit courses. All official communication from the College will be conducted through this e-mail account, so it is important that you activate the account and regularly check the e-mail.

This form will activate your Richland student account and provide access to the computing resources at Richland Community College. You will be notified of your NetID after you successfully complete this form.

Step 1 - Identification

When you registered for classes, you were provided a Student ID number. Enter that number here.

Unable to locate ID null

Student ID number

Step 2 - Verification

To keep someone else from accessing your account, you need to verify who you are.

Enter your birthday in **mm/dd/yyyy** format (Jan 19, 1989, would be entered as 01/19/1989) and the **last four digits** of your social security number. If you did not provide Richland with your social security number or your birthday, then you will need to see someone to activate your account.

Birthday (format is mm/dd/yyyy format)

If all the fields were filled in correctly, the next page will give you your login and password information

Student Account Activation (Password Reset)



Congratulations! Your account was successfully activated.

It may take a few minutes for the account to be activated on all systems. If you try to login and get a failure notice, please wait a few minutes and try again. Do not activate the account a second time.

Here is some important information for you to note.

- Your NetID is [redacted]
- Your e-mail address is [redacted]@richland.edu
- Your password was set to the value you entered.

Please note that your NetID is all lowercase and your password is case sensitive.

Your NetID serves as your username when checking e-mail.

Here are some locations you can visit.

- Richland Community College Main Website
- Angel Learning Management System
- Zimbra Student E-mail system
- myRichland Student Portal

Please remember that it may take a few minutes before your account is fully activated.

You may now log into myRichland, Canvas, Zimbra, and use the LRC Online Databases!