First Time User Access

To access the Academic Systems (Student Information System, Blackboard, Gmail) you will need to log into myRCC.

1st) Click in the Upper left of the RCC Website Menu Bar

2nd) When myRCC comes up, you will see the login Screen:

1. To Find your Username, click the **Forgot Username** link.
   To Reset your Password, click the **Forgot Password** link
2. Type your Username in the **My Username** Box
3. Type your Password in the **Password** box
4. Click **Sign In** to log in

Finding your Username:

1. Click the **Forgot Username** link
2. On the search screen type in the:
   a. **ALL** Required Information from the application—First Name, Last Name, Birth Date (MMDDYY format)
   b. **One** Identification Number: **either** Empl ID or SSN
   c. **One** alternate verification from the application:
      Alternate Email
      Preferred Telephone Number
      Empl ID (only if SSN used in b)
      SSN (only if EmplID used in b)
   d. Click **Search**
3. Your Username will be shown along with your EMPL ID (if you did not know it) and your college email. (below)

<table>
<thead>
<tr>
<th>Username</th>
<th>Emplid</th>
<th>Email</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>jqs1234</td>
<td>1234567</td>
<td><a href="mailto:jqs1234@email.vccs.edu">jqs1234@email.vccs.edu</a></td>
<td>RC278</td>
</tr>
</tbody>
</table>

4. Click [Return to Signin page](#) to go back to the log in page
Resetting your Password:

1. Click the **Forgot Password** link

2. Enter your **Username** in the box and click **OK**
   * Important—If you have not been in the system yet OR have not configured security questions you will receive this message and link to the Advanced PW Rest Tool:

3. Type in the Following information in the Advanced Tool:
   a. **ALL** Required Information from the application—First Name, Last Name, Birth Date (MMDDYY format)
   b. **One** Identification Number: *either* Empl ID or SSN
   c. **One** alternate verification from the application:
      - MyVCCS ID (Username)
      - Alternate Email
      - Preferred Telephone Number
      - Empl ID (only if SSN used in b)
      - SSN (only if EMPLID used in b)
   d. Click **Search**

4. You will be taken to set your password.
   Enter your new password (see **PW Requirements** below)
   Type your PW again in the Verification box

5. Click **OK**

6. Click **Return to Signin page** to go back to the log in page

**Password Requirements:**

New passwords must have at least eight (8) characters and not more than thirty-two (32). Your password must contain a combination of each:

- At least one UPPERCASE letter
- At least one lowercase letter
- At least one number (0-9)
- At least one special character (e.g. ! @ # $ % ^ & * ( ) _ + )