Accessing MyRCC:
1. go to the RCC Homepage at Rappahannock.edu
2. Click on the MyRCC link in the top left:

What is in MyRCC?
My RCC will have links to the applications you use most at RCC:

**Canvas**—RCC’s online course management system. Students can find course information in this system along with syllabi, announcements and instructor contact info. If you login to myRCC and you do not see any classes listed in Canvas, don’t panic. Your official enrollment is through the VCCS Student Information System (SIS). Instructors have until the first day to make classes available (visible) to students.

**SIS Student Information System**—Access to register for classes, view and request transcripts, pay tuition, view course schedules and check grades at the end of the semester.

**Gmail**—All students are required to use their student email when communicating with faculty and staff. This is the official form of communication for the college. Your email account is in Gmail and your address is your username@email.vccs.edu. If you are a first time user, you will need to verify the account upon entering into the system. Graduates will retain this email address for 3 years after completing RCC. This access also gives you Google Apps for Education (Google Drive, YouTube, Google Sites, etc.).

**Library Services**—Direct access to the online library database for the VCCS.

**Virginia Education Wizard**—Access to Virginia’s resources for college. Help with career assessment, college cost calculator, college search and transfer plans.

myRCC LOGIN PORTAL
Provides a centralized, easy-to-use, easy-to-recognize login system for Web applications at Virginia Community Colleges. Users can log into the system knowing that their MyRCC login information is encrypted and secure.
How do I use MyRCC—First time Users:

1. If you do not have your username click on the **Forgot Username** button to look up your username.
   If you have your username, but not your password, click on the **Forgot Password** button to set your password.
2. Enter your Username when the pop-up requests it.
3. Answer your security questions * to verify your identity.
4. Click Sign In.
   *Note: If you have not set up your Security Questions, you will be required to contact the RCC Help Desk (804.333.6786).

Changing Passwords

To change your password, first click Account Security.

1. Sign in for verification.
2. In Change Password, Select **Change Now**.
3. Type your **Current or Temporary Password** in the top box.
4. Type your **New password** in the box, then once again just below that.
5. Note the Password Requirements at the top of the page.
6. Click **Update** to set the new PW. Green message is good, a Red Message means there is an error, please read carefully.
7. Click **Return to Home Page** to access your applications (see Note at bottom).
8. Click **Back to My Account** to change another account item (like security questions) or to exit without changing password.

Set Security questions (Account Recovery)

On first login you will be prompted to set 5 security questions & answers to be used if you forget your password or when it expires. They will give you suggestions, (top of screen) or you can use your own questions. You **DO** need to set these. Type questions and answers.

*Keep the answers simple, but unique to you*—they will ask you a random 3 of the 5.

**Note:** Allow 10 minutes between changing your password and accessing Blackboard, SIS or email.