



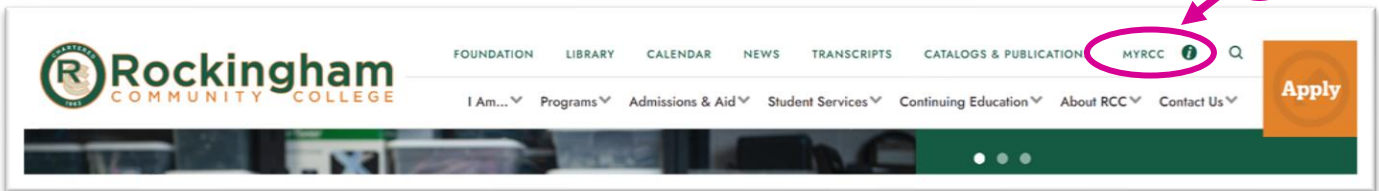
TECHNOLOGY GUIDE

SETTING UP YOUR RCC COMPUTER ACCOUNTS

NOTE: Your accounts will become active within two business days after submitting your application.

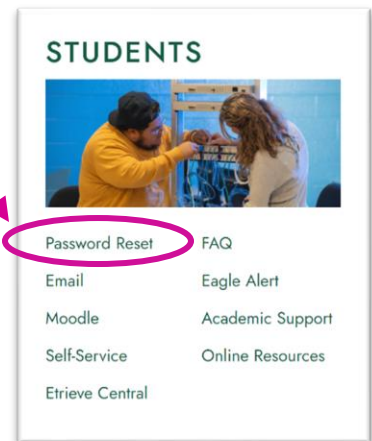
STEP 1: PASSWORD RESET

1. You will access all RCC accounts through the MyRCC login webpage. Go to www.rockinghamcc.edu and click on "My RCC" in the top right corner.



2. To reset your RCC password, click "Password Reset".

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3. Click "Enroll" and log in with your username and default password. Set up your security questions and change your password.

The username/login ID is comprised of your last name, first initial, and last four digits of your student ID number.

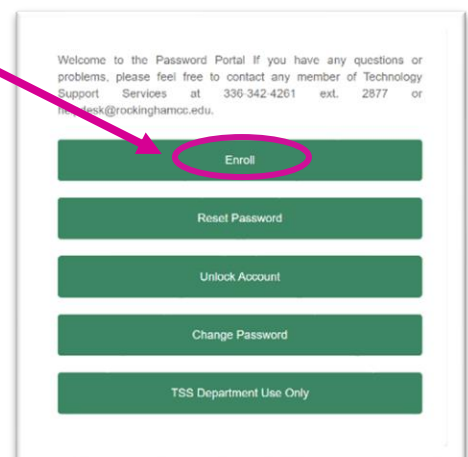
USER ID/LOGIN: *last name + first initial + last four digits of student ID*

For example, John Doe with an ID number of 1234567 would have a login ID of: *doej4567*.
Your student ID number is located to the right of your address in your acceptance letter from RCC Admissions.

PASSWORD: *Mmmddyyy (your birthday)*

Your initial password is your birthday in the following format: Mmmddyyy. The first letter of the month is capitalized. For example, if your birthday is July 4, 1976 your password would be Jul041976.

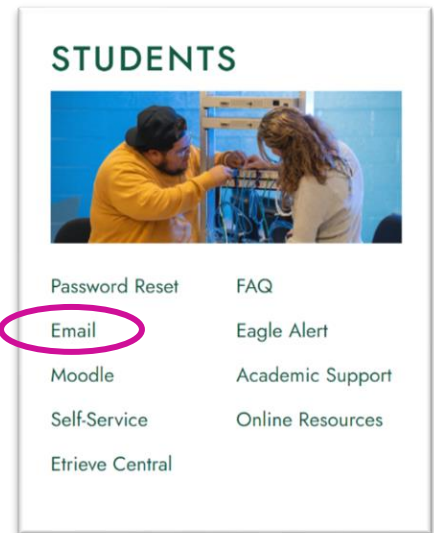
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STEP 2: RCC EMAIL SET-UP

Office 365 is the official email service for all RCC students. Access your Office 365 account from any computer through the *My RCC* page.

1. Select the email link listed under the “Students” column and log into your student email account *using your username and new password*.
2. The first time you log in, you will need to set up your email.
 - a. Select your time zone, “Eastern Time Zone - UTC -05:00).”
 - b. Select an email theme.
 - c. Create a signature line (optional).
3. Be sure to check your RCC email *daily* for important updates.

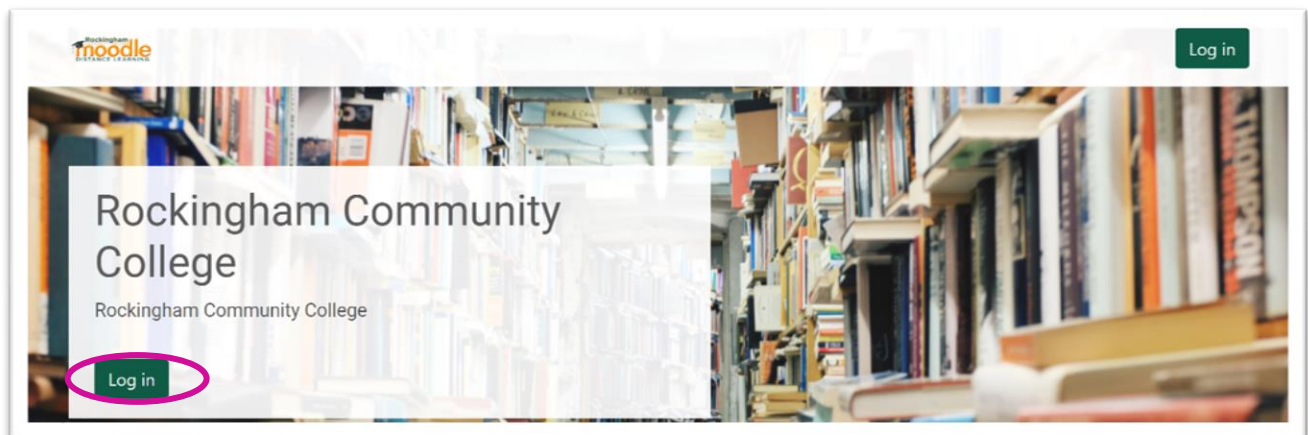


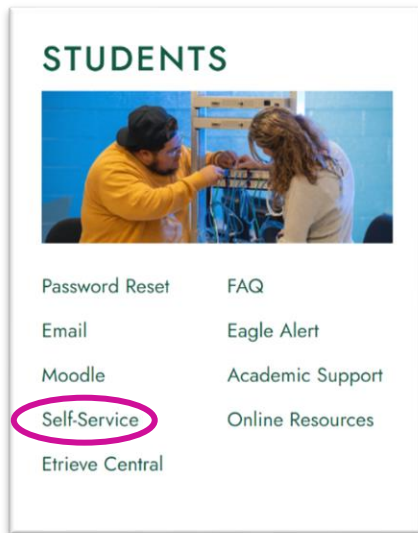
STEP 3: LOG INTO MOODLE

1. From the *My RCC* page, select the “*Moodle*” link.
2. Log into Moodle with your username and new password.
3. Check out the Moodle Basics course. Moodle Basics is designed to help you learn the Moodle interface, brush up on basic computer skills and give you suggestions to become a successful online learner.



NOTE: *Your classes are set to open in Moodle the first day of the class. Classes will not appear in Moodle until that day!*





STEP 4: LOG INTO SELF-SERVICE

1. Click “*Self-Service*” link on the My RCC Login page.
2. Self-Service offers many features for students including Student Planning, Financial Aid, and Student Finance.
 - **STUDENT PLANNING:** View your schedule and program progress. Register for classes. Search for courses. View an unofficial transcript.
 - **STUDENT FINANCE:** View your tuition statement. Make an online payment.
 - **FINANCIAL AID:** View your forms and financial aid information.

REGISTRATION IN SELF-SERVICE

Select *Student Planning* and click *Go to Plan & Schedule*.

This schedule page will default to the upcoming semester. You may need to use the arrow buttons to toggle between semesters. Your classes will show as “Planned” and “Approved” (*if your advisor has approved the courses*). Select the course sections (if this step is not already complete) and click the “*Register*” button.

Your classes should turn green and show as “*Registered, but not started.*”

Please contact your advisor if your classes are not approved.

TECHNOLOGY SUPPORT

Technology Support Services
tsshelphdesk@rockinghamcc.edu
(336) 342-4261 x2877

[Technology FAQs and Resources](#)

