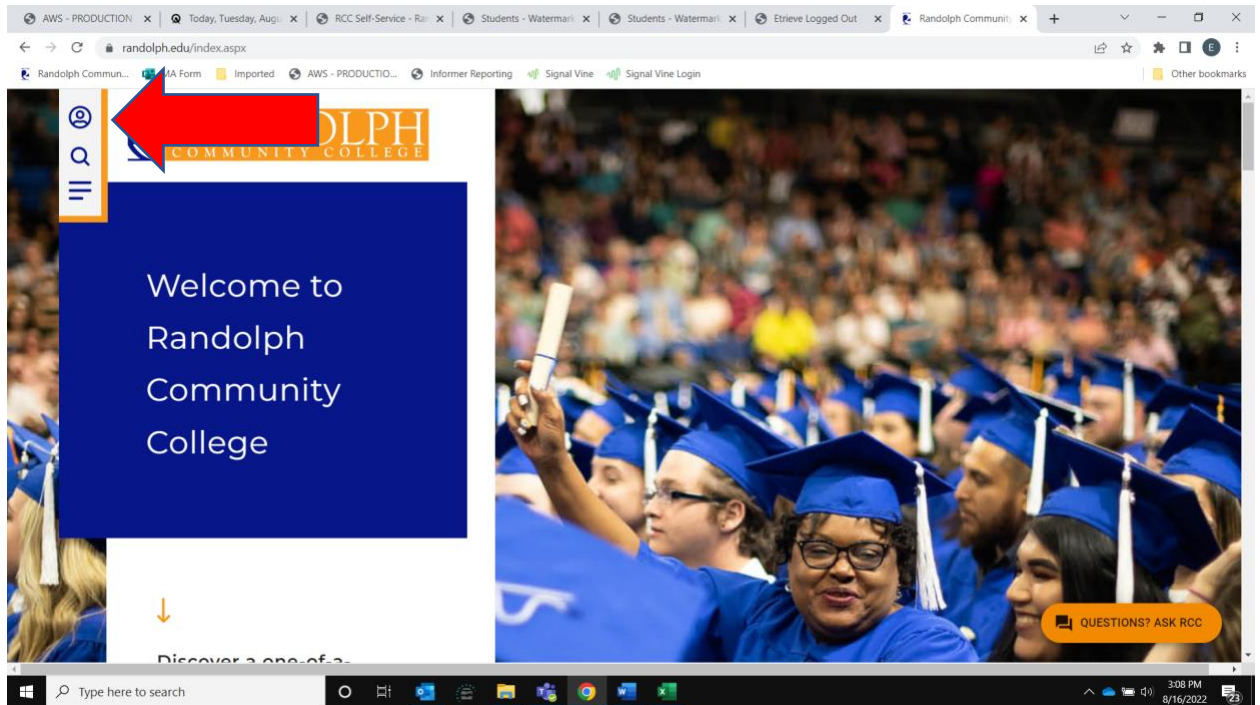


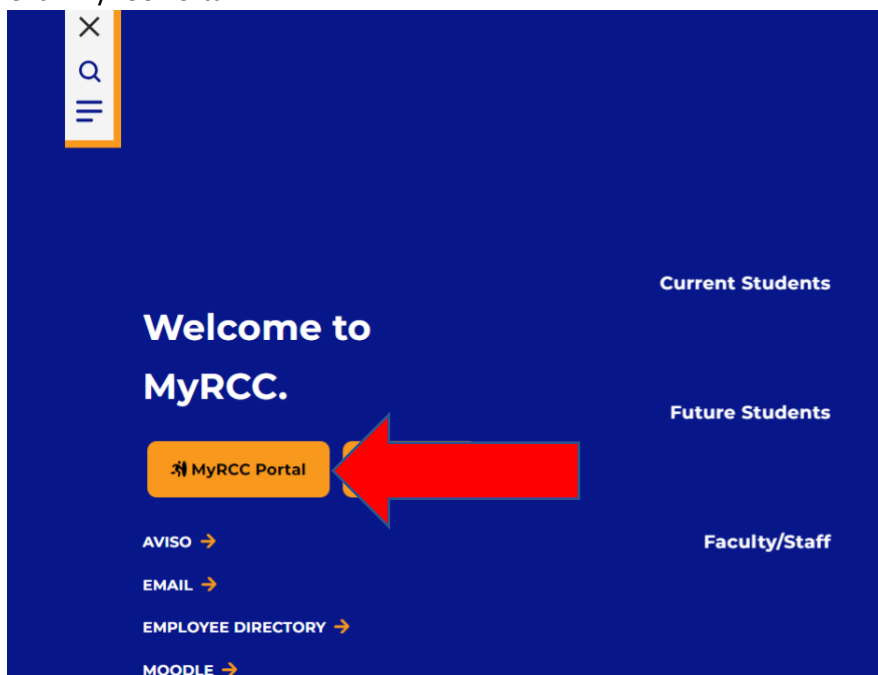
RCC Technology Jump Start

****Please remember to submit your Career Services Survey [here](#) if you have not already done so. This must be completed before you can register for classes.****

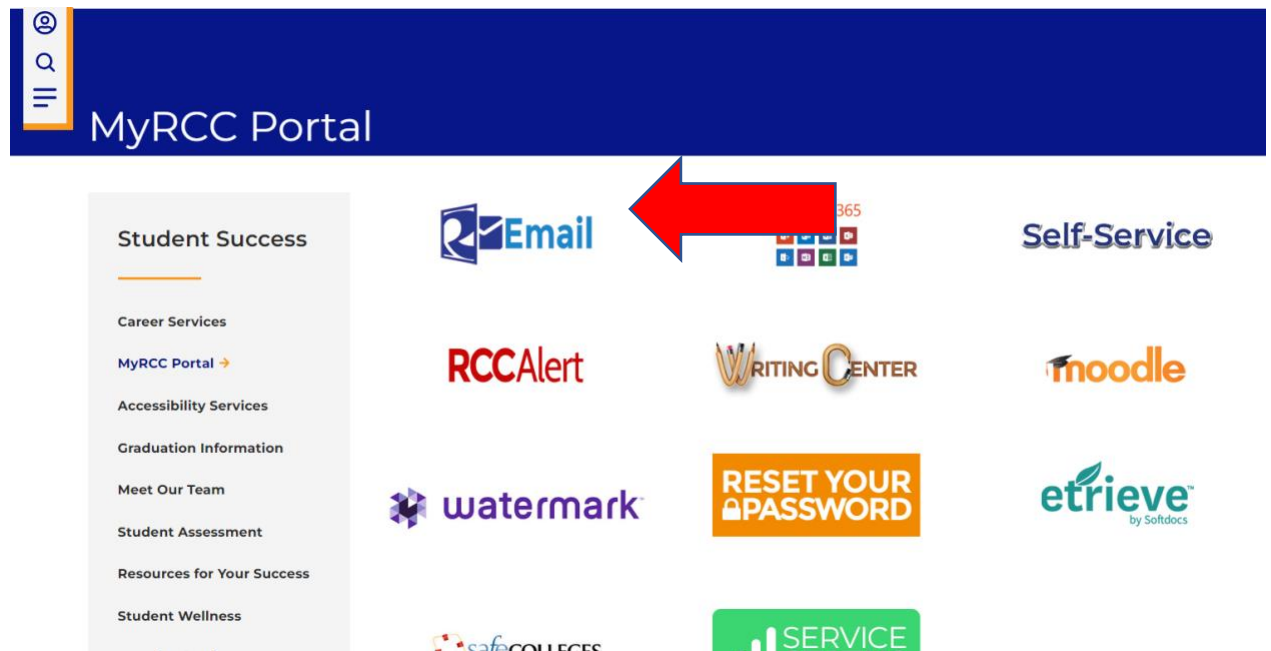
1. Log in to your MyRCC email account. Click on the circle with the person at the top left of the RCC website: www.randolph.edu



Click MyRCC Portal.



Choose Email



Enter your MyRCC email address and password. Your MyRCC email address and password are automatically created for you. Your username will be all lowercase – first initial, middle initial, and last name. For example, Mary Jane Smith would have the username mjsmith. Your email address will be username@students.randolph.edu. For example, Mary's email address will be mjsmith@students.randolph.edu.

Your initial password will be the first letter of your last name in UPPERCASE, the second letter of your last name lowercase, and your six-digit birth date. (Example: Mary Jane Smith with a birth date of March 17, 1998, would have a password of Sm031798).

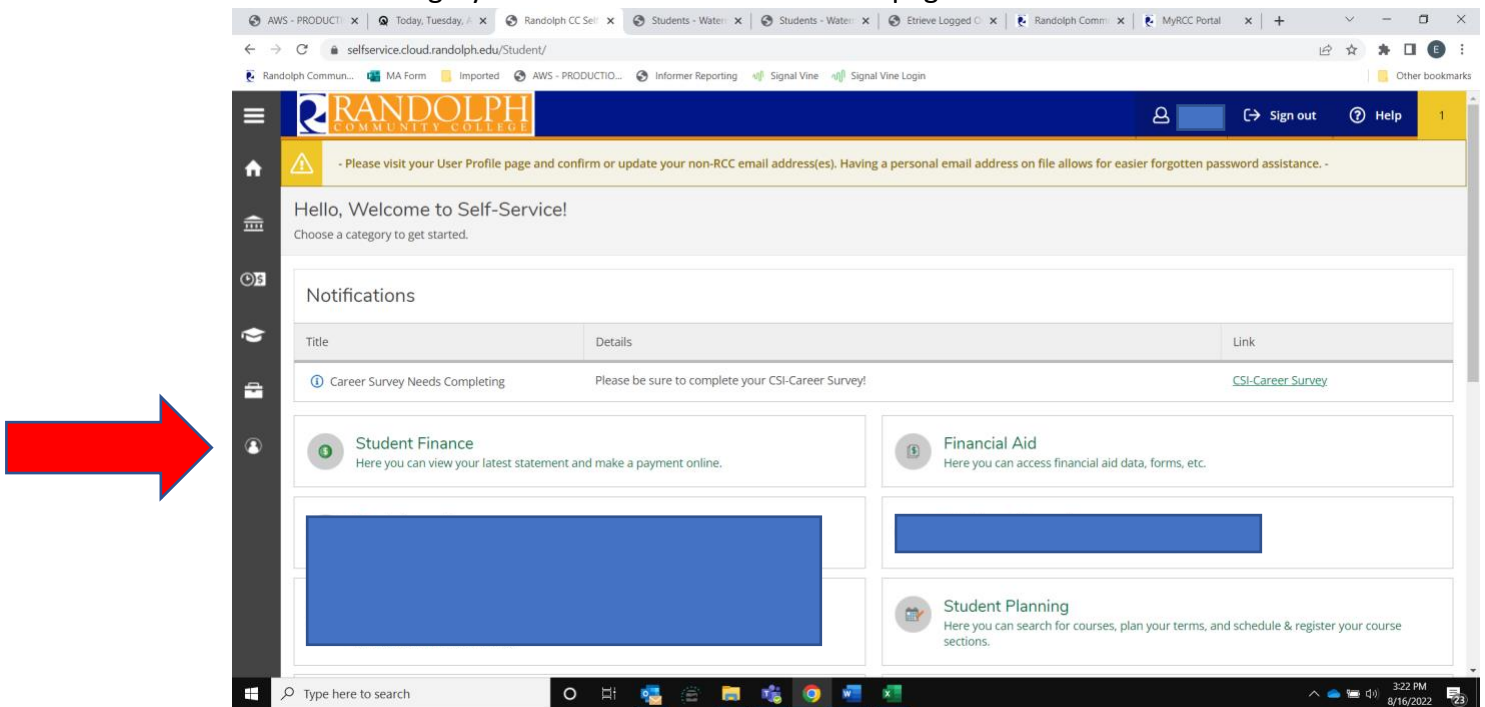
If the above does not work, **[Click here to locate your MyRCC username](#)** and select "*Forgot your user name*". Enter your first name (optional), last name, and email address. *This must be the email address you used to apply to the College.* Your username will be sent to the email address provided. If you have any questions or issues, call the Computer Services Help Desk at 336-625-1573.

2. Log in to Self-Service.



Your username for Self-Service is the same as your username for your MyRCC email account, but without the @students.randolph.edu. Your password for all of your MyRCC accounts is the same.

Visit your User Profile page in Self-Service by clicking on the circle with the person at the bottom on the gray icon bar on the left side of the page.



Choose User Profile, then edit or confirm your address, email address(es), and phone number(s). You can click "Student Planning" from the main menu screen in Self-Service to see your class schedule and register for future semesters. You can click on "Financial Aid" to sign off on your award letter and find financial aid information.

3. Enroll in password management. From the MyRCC Portal page, choose RESET YOUR PASSWORD.

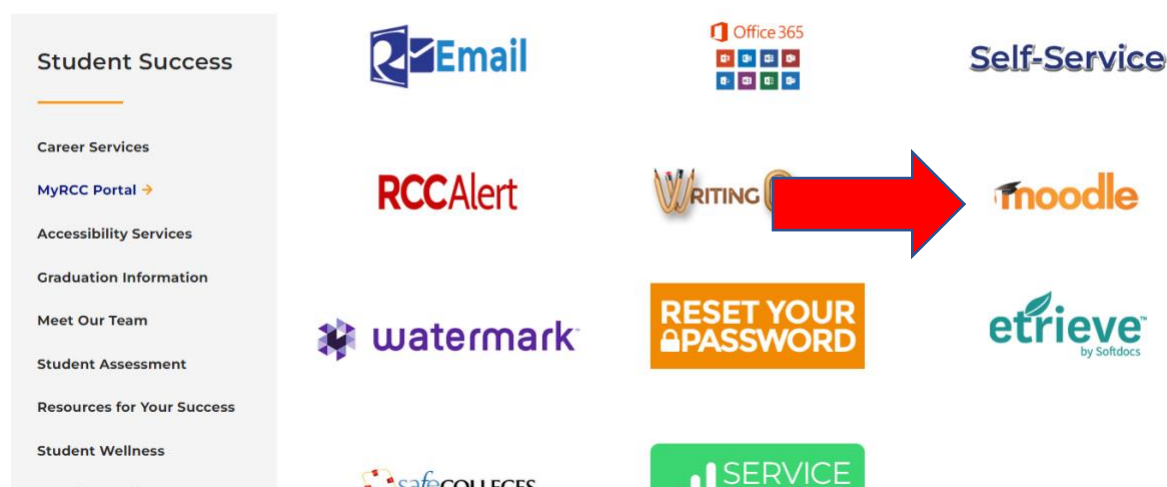
MyRCC Portal



Choose Enroll/Update Account, enter your current username and password, set up security questions/answers. Next, you may choose Change Password. This step may need to be completed if you cannot log into Moodle (Step 4 below) with your current username and password.

4. Log into Moodle using the same username and password you use for Self-Service. If you cannot log into Moodle after changing your password, please call the **Computer Services HelpDesk at (336) 625-1573**.

MyRCC Portal



After logging into Moodle, use the toggle arrows in the gray box in the center of the homepage to scroll to the right to see the Moodle 4.0 guide.

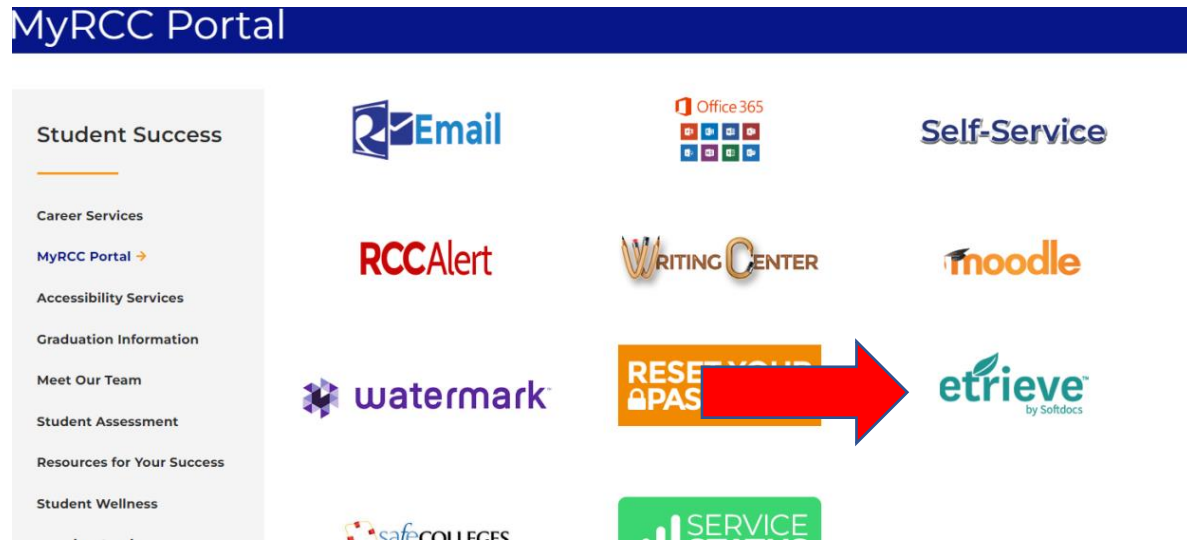
The screenshot shows the Moodle 4.0 homepage for Randolph Community College. The browser address bar displays `moodle2.randolph.edu/?`. The page header includes navigation links: Home, Dashboard, and My courses. The main content area is titled "Randolph Community College" and features a "Student Information" section. This section contains three columns of information:

- Column 1:** A keyboard with sticky notes reading "new Password cJeLQ5+S2" and "password 1236". Below the image, it states: "Your password expires every 45 days! Reset your password here..." with a link "Password reset (opens in a new page)".
- Column 2:** A keyboard with a yellow padlock. Below the image, it states: "Locked out of Moodle? Call the Computer Services Help Desk at 336-625-1573 or email them at cctechsupport@randolph.edu for assistance."
- Column 3:** A Windows desktop with Office 365 icons. Below the image, it states: "Did you know that as an RCC student you can download the Microsoft Office Suite for free? Yes, absolutely free! [How to install Microsoft Office on your PC or Mac \(opens in a new window\)](#)"

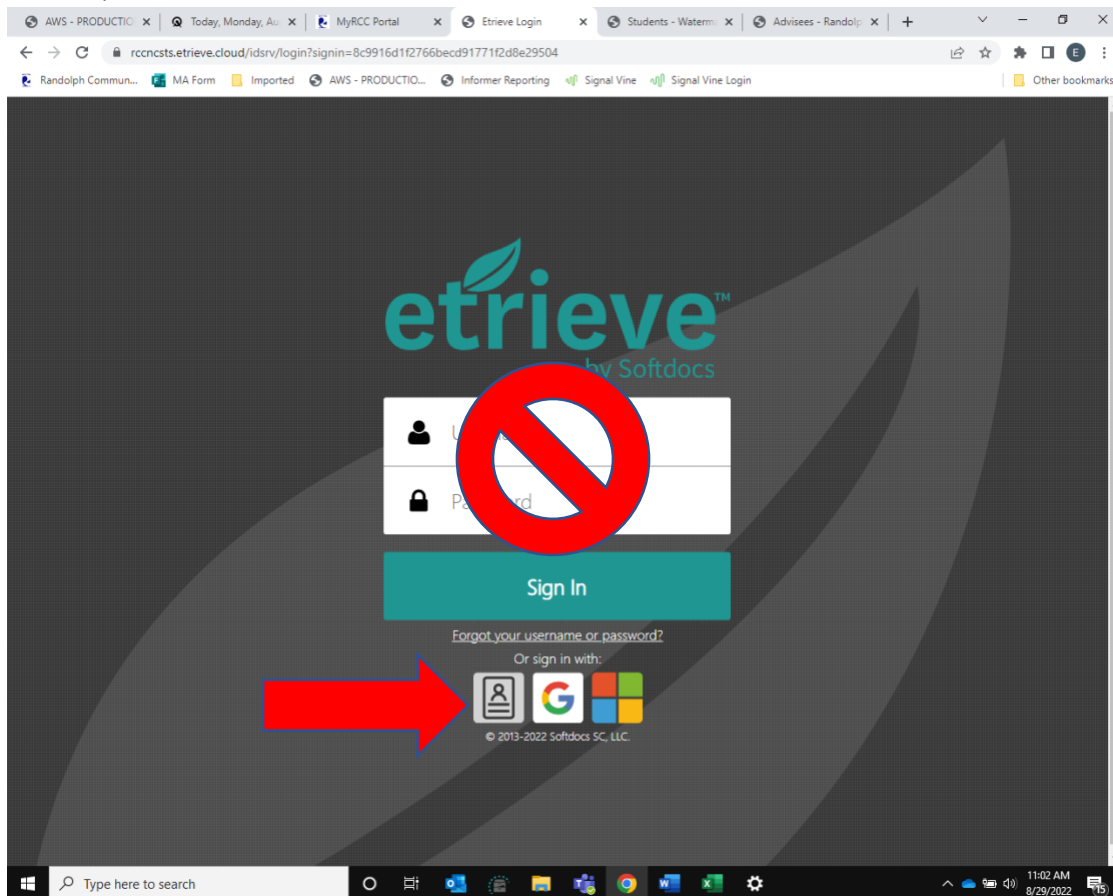
A red arrow points from the right arrow in the second column to the right, indicating how to scroll to the right to see the Moodle 4.0 guide.

To have access to all Moodle Tutorials and information, you will need to choose the first pathway under Choose your Pathway. You will be enrolled in option C. Complete the Moodle 4.0 User Guide.

5. Log into Etrieve and complete the Intake Form. Etrieve is found on the [MyRCC Portal](#) under Moodle:

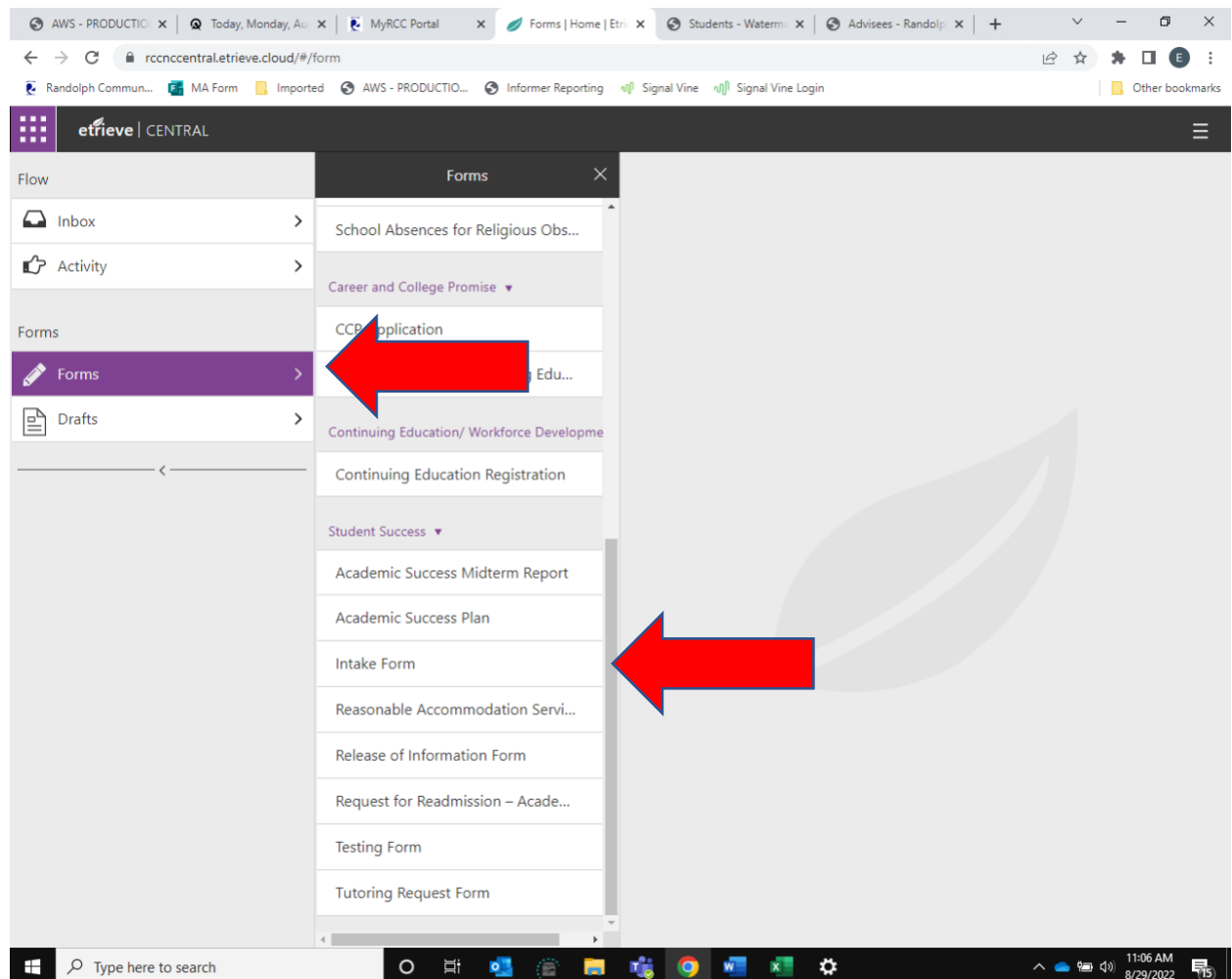


The easiest way to log into Etrieve is to be already logged into your MyRCC email account. **Do not** enter your MyRCC email address and password on the first log-in screen that appears. Instead, click on the Azure ID icon at the bottom left.



If the Etrieve inbox does not display when you click on the Azure ID icon, **then** enter your MyRCC email address and password on the next log-in screen. You should then see the Etrieve inbox page.

Click on Forms, then scroll down to Student Success and choose Intake Form.



Complete the form (you can find your Student ID by clicking on the User Profile in Self-Service; your student ID will be listed under your name at the top left), type your name in the Student Signature blank, then click Submit To on the gray bar at the bottom of the form. Click on Flow-Student Success and choose your Student Services Counselor's name from the list, then click Send to Selected.

Thank you for completing the RCC Technology Jumpstart!