Campus Portal – myRACC

Login URL: https://myracc.racc.edu

First-Time User Login

**Step 1.** First-time users are individuals who have never had an account with RACC. As a first-time user, go to myRACC and click the link for “First-Time Users”.

Step 2. Enter your username and click continue. Students (ab12345) first initial of your first name, first initial of your last name, and the last 5 digits of your student id number.
Step 3. Enter your last name and click continue.

Step 4. You will next be prompted to create your new password. Please read the Password Complexity Rules. Enter your password and click continue.
Step 5. Select and answer your 5 challenge questions. After answering your challenge questions, click on the continue button. Please note you cannot use the same question twice and all answers must be at least 4 characters long.

Step 6. If successful you will see a green success message. Proceed by clicking “Try to continue logging in”.
Step 7. You must enroll your cell phone number or email address to verify your identity and receive your one-time passcode (OTP). If you have a cellphone, this is the easiest option. You can only skip this step 2 more times in order to continue.

![User Account Enrollment](image1)

Step 8. If you enrolled your mobile phone or your email, you will need to enter your information. This is the enrollment screen for a mobile phone. Enter your phone number and click continue.

![Enrollment - Mobile Phone](image2)
Step 9. Check for a text message on your mobile phone for the one-time passcode (OTP). Enter the code and click continue.

Step 10. If you entered the correct code, you will receive a success message.
Step 11. You must accept the Terms of Use and Usage Policy. Click the checkbox and hit the Accept button. The background image will change on this screen to the Yocum Library image.

After accepting the Terms of Use, users will be greeted with a Welcome screen and a 6-step walk-through. Please take a couple minutes to step through this process.

See the 6 screenshots below.
Welcome to RACC!

RACC is your one-stop-shop connecting you with the systems, people, information and updates you'll need to succeed at Reading Area Community College.

Take 30 seconds to learn about RACC

Get Started
Tools

Tools are personalized links that give you one-click access to other systems and apps at Reading Area Community College. We've added some important Tools to your menu, but you can always click on the 'Tools' heading to explore more.

Skip

Pages

Pages connect you with other websites and information at Reading Area Community College. The most important Pages appear in your menu, and you can quickly find Pages or anything else on RACC by simply searching for it.

Skip
Profile
Add information to your profile so staff and students at Reading Area Community College can get to know you. You can control your profile visibility from your account settings.

Skip  ← Previous  Next  →

Account Settings
You can control your privacy settings via the Privacy tab in Account Settings. Your privacy settings are currently set to:

Who can see which groups you are member of
- Everyone  - Connections  - Yourself

Who can see you in global search
- Everyone  - Connections  - Yourself

Who can see your profile information
- Everyone  - Connections  - Yourself

Who can see your Connections
- Everyone  - Yourself

Skip  ← Previous  Next  →
Student, Staff and Faculty will see different tools, groups and pages. The following few screenshots display some of the things a student will see.

**Tools** – Are links to applications (canvas, email, self-service), services, pages and other information.

**Groups** – Some groups are required, and some groups users can join if interested. Not all groups are visible to all users. This will depend on your role as a student, staff or faculty member.

**Pages** – Are similar to what you would find on any website and contain information relevant to current campus users.