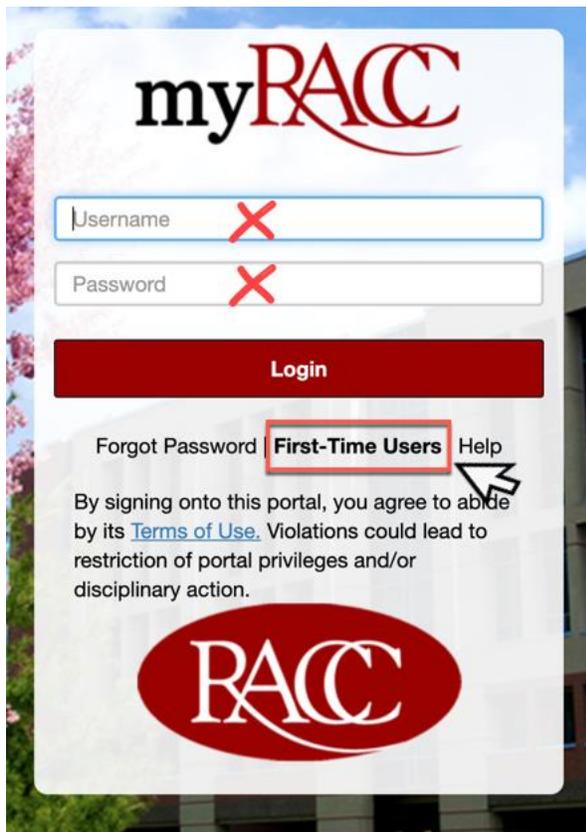


Campus Portal – myRACC

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.

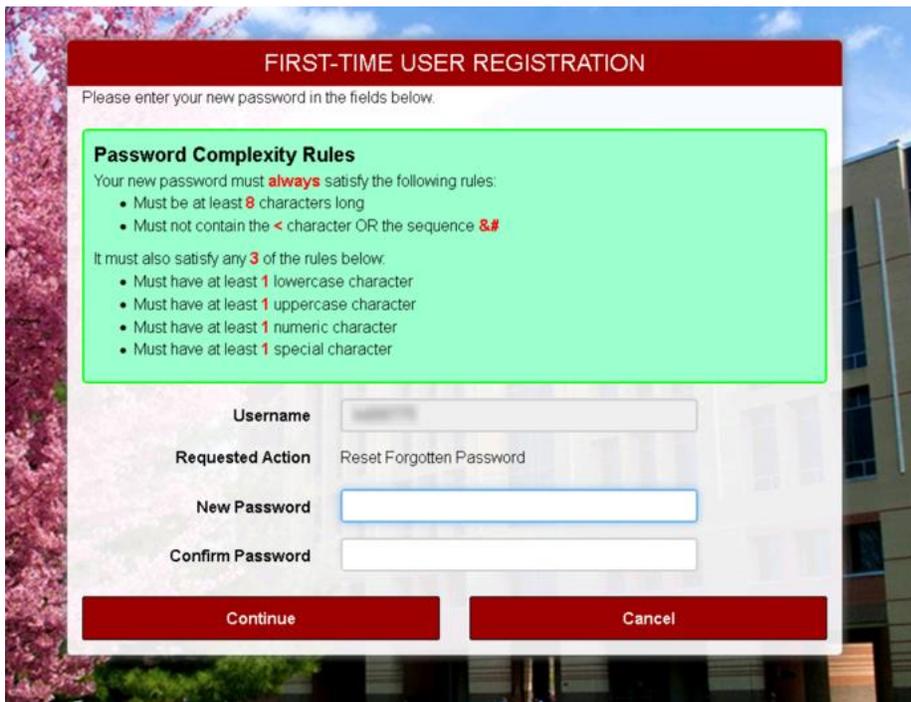


Step 3. Enter your last name and click continue.



The screenshot shows a web form titled "FIRST-TIME USER REGISTRATION" with a red header. Below the header, it says "Please answer the mandatory question below". There are three input fields: "Username" (with a redacted value), "Requested Action" (set to "Reset Forgotten Password"), and "1) What is your last name?" (with a redacted value). At the bottom, there are two red buttons: "Continue" and "Cancel".

Step 4. You will next be prompted to create your new password. Please read the Password Complexity Rules. Enter your password and click continue.



The screenshot shows the same "FIRST-TIME USER REGISTRATION" form, but now it says "Please enter your new password in the fields below." A green box highlights the "Password Complexity Rules" section, which lists the following requirements:

- Your new password must **always** satisfy the following rules:
 - Must be at least **8** characters long
 - Must not contain the **<** character OR the sequence **&#**
- It must also satisfy any **3** of the rules below:
 - Must have at least **1** lowercase character
 - Must have at least **1** uppercase character
 - Must have at least **1** numeric character
 - Must have at least **1** special character

Below the rules, there are four input fields: "Username" (redacted), "Requested Action" (set to "Reset Forgotten Password"), "New Password", and "Confirm Password". At the bottom, there are two red buttons: "Continue" and "Cancel".

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.

First-Time User Registration

Please answer at least 5 of the 10 questions below.
NOTE: The same security question can not be used twice. All answers must be at least 4 characters long.

Username

1) What was your most memorable gift as a child?

2) What is your favorite song?

3) What is your favorite cartoon character?

4) What is the name of your favorite novel?

5) Which foreign country would you like to visit?

Continue **Cancel**

Step 6. If successful you will see a green success message. Proceed by clicking “Try to continue logging in”.

USER ACCOUNT SETTINGS

Action Successful

[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

You must enroll **1 of the 2** methods shown below. This can be used to prove your identity should you forget your password in the future. Please choose an option below then click Continue. You can skip this enrollment **2** more times before being forced to enroll.

Username

Personal phone number
 Personal email address

Continue **Skip**

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

Please enter your current password and your phone number to enroll. You may also be prompted to select a mobile phone carrier from a drop-down list. A test message will be sent immediately for confirmation.

Username

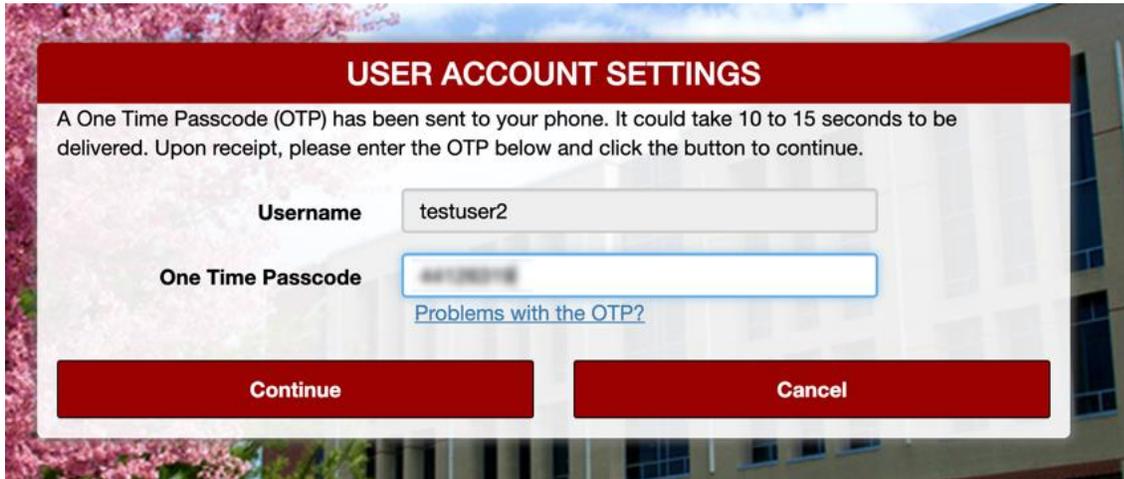
Password

Country ▼

Phone Number

Continue

Step 9. Check for a text message on your mobile phone for the one-time passcode (OTP). Enter the code and click continue.



USER ACCOUNT SETTINGS

A One Time Passcode (OTP) has been sent to your phone. It could take 10 to 15 seconds to be delivered. Upon receipt, please enter the OTP below and click the button to continue.

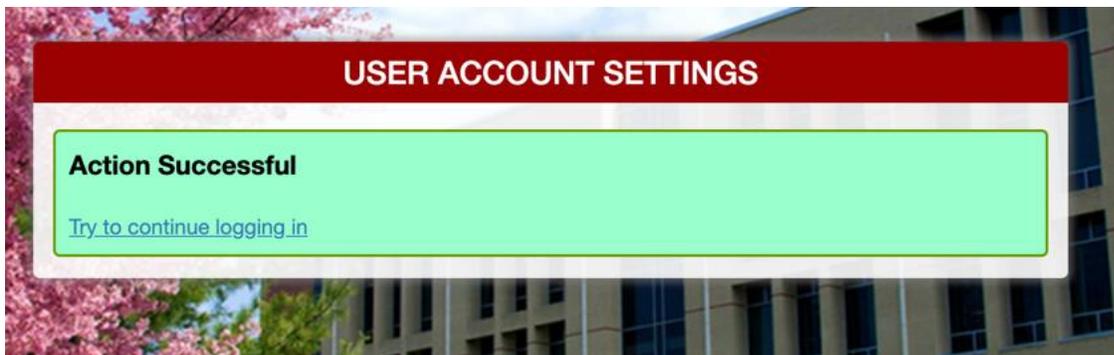
Username

One Time Passcode

[Problems with the OTP?](#)

Continue **Cancel**

Step 10. If you entered the correct code, you will receive a success message.

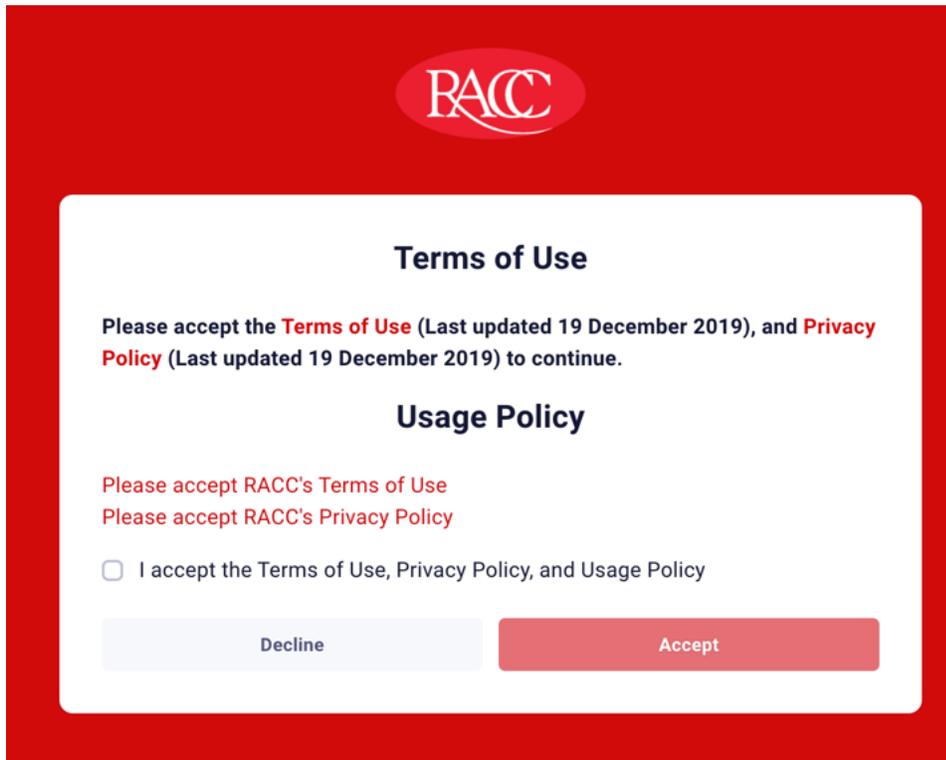


USER ACCOUNT SETTINGS

Action Successful

[Try to continue logging in](#)

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.



The screenshot shows a red background with the RACC logo at the top center. Below the logo is a white rounded rectangle containing the following text:

Terms of Use

Please accept the **Terms of Use** (Last updated 19 December 2019), and **Privacy Policy** (Last updated 19 December 2019) to continue.

Usage Policy

Please accept RACC's Terms of Use
Please accept RACC's Privacy Policy

I accept the Terms of Use, Privacy Policy, and Usage Policy

At the bottom of the white box are two buttons: a light gray "Decline" button on the left and a red "Accept" button on the right.

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.

Your activity feed p
new since your last

eed to see what's

✓ Okay



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

Discover

Your activity feed pulls updates relevant to y
new since your last visit

Favorites

Groups

- ▶ Departments
- ▼ Online Learning
- Canvas
- Online Learning

Tools

- ▶ Everyday Tools
- Information

Groups

2 of 6

Groups connect you with relevant announcements, conversations, events and resources at Reading Area Community College. You've already been added to some Groups and you can find more via Discover or by clicking on the 'Groups' heading.

Skip

← Previous

Next →

Could use some improvements.

Online Learning
Canvas
Online Learning

Tools

- ▶ Everyday Tools
- ▶ Information
- ▶ Library Resources

Pages

- ▶ Human Resources
- ▶ Information Technology

Submit

✓ Okay

Tools 1 of 6

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 Next →

Tools

- ▶ Everyday Tools
- ▶ Information
- ▶ Library Resources

Pages

- ▶ Human Resources
- ▶ Information Technology
- ▶ Yocum Library

Marty Kelly 1d (edited)
Website Manager

What do you think of the new portal?

Pages 3 of 6

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 ← Previous Next →

Write a comment...

Profile 4 of 6

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.

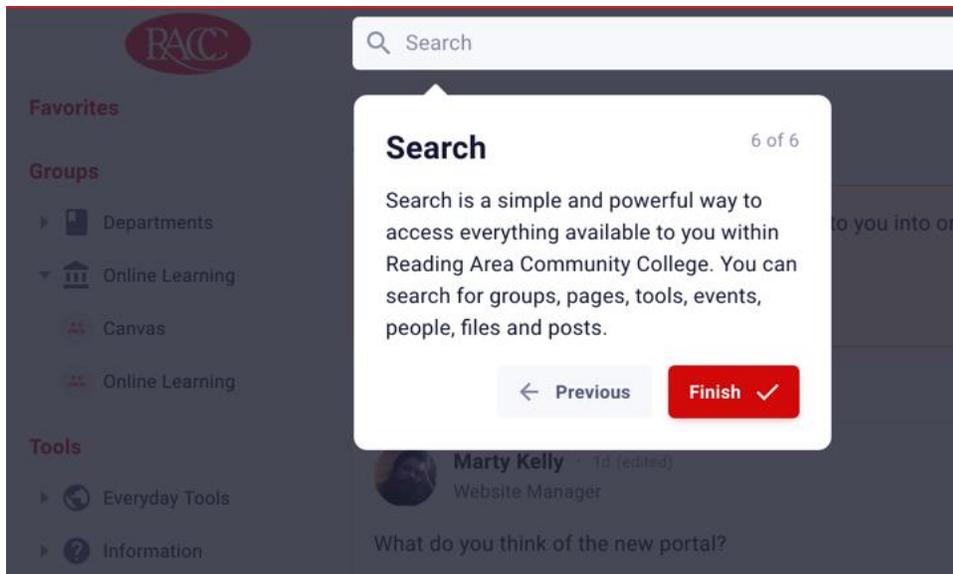
Skip ← Previous **Next** →

Account Settings 5 of 6

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.