Using the Rio Hondo College AccessRIO Portal

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Introduction

The AccessRIO portal is the centralized access point to many of the automated systems of Rio Hondo College. AccessRIO automatically adjusts to your needs based upon the “roles” you have with the college: student, faculty, or staff. Information and options become available to you based upon your relationship to the college, but regardless of your role with Rio Hondo College, AccessRIO is your primary source for accessing and manipulating this information.

For Students
Through AccessRIO students can register for classes, add and drop classes, view account information, make payments, access email, access the Virtual College, view grades, view financial aid information, gain library system’s access, and utilize many other college resources.

For Faculty
AccessRIO provides course information, grade entry, email access, Student Learning Outcomes information, Virtual College access, library system’s access, and links to many other resources.

For Staff
Staff members have access to information on benefits and many other policies and procedures related to employment at Rio Hondo College.

Everyone
Anyone granted login privileges to AccessRIO has a centralized place to review campus announcements and acquires a centralized set of links to many of the college’s electronic resources.

This document provides an introduction to using the AccessRIO portal and its many features.
Logging in to the AccessRIO Portal

The AccessRIO portal is reached by opening your browser and navigating to the following location:

http://accessrio.riohondo.edu

From this location the login screen appears.

Logging in as a Student

User ID:
Student AccessRIO IDs have the following format:

[First Name].[Last Name][Last 4 Digits of Your Student ID]

Example:
Name: John Doe
Student ID: 123456789
AccessRIO ID: john.doe6789

Password:
Initially, your password is set as your birthday in six digit format (MMDDYY), or you can use your PIN as your password.

Example:
Birthday: July 13, 1990
Password: 071390
Logging in as a Faculty or Staff Member

**User ID:** Use your Rio Hondo network login. This is the same user ID you use to login when on the campus or to retrieve your email when online.

**Password:** Use your Rio Hondo network password. This is the same password you use to login when on the campus or to retrieve your email when online.

Once you have logged in, you will be positioned on the “All Users” screen as shown below.

The AccessRIO “All Users” tab. The first thing you see after logging in.
Changing Your Password – As a Student

For students, especially, it is recommended that you change your password shortly after logging into AccessRIO for the first time. To change your password, follow these instructions.

Click on the My Account link.

This brings up the My Account Preferences page.

From here you must enter your current password and your new password twice.

**NOTE:** You are encouraged to create passwords that are at least 8 characters long and contain upper and lower case characters and at least one number. The minimum requirements are as follows:

- The password length must be 5 or greater
- The password length must be 20 or less.
- The password must contain a letter.
- The password must contain a digit.

Once you have entered your new password twice, click on the **Save Changes** button located on the My Account Preferences page. Once you have changed your password, you must use your new password the next time you login to AccessRIO.
Changing Your Password – As a Faculty Member or Employee

When on campus using an office computer, passwords can be changed by entering Ctrl, Alt, Delete and clicking on the Change Password option. Simply follow the onscreen instructions.

If you are off campus and need to have your password reset, you must contact the Help Desk or send an email to helpdesk@riohondo.edu.
Using Tabs and Channels for Basic Navigation

This section discusses basic navigation in the AccessRIO portal. The AccessRIO portal is built around three basic concepts: Tabs, Channels, and Roles. Tabs collect related types of information under a common heading. Channels provide at-a-glance information with “click-through” links to expanded content or web resources. Roles determine whether information is presented at all and in what format.

Tabs and their titles appear along the top of the screen.

Channels populate the body of the pages in AccessRIO and provide access to other content or services.

Roles determine whether a Tab or Channel appears in the AccessRIO portal at all. For example, only students see the Student tab. Only students receiving Financial Aid see the Financial Aid Channel. Only employees of Rio Hondo see the Employee tab and so forth. Therefore, how the AccessRIO portal appears to you will vary depending on the role(s) assigned to you based on your user ID.

Tabs
Tabs are the simplest navigational component in the AccessRIO portal. To switch from one tab to another simply click on the tab name – for example, the **Library** tab – and you will be taken to that tab. The screen image will change to show you the items available under that tab.

**Example:**

![Click Here]

The **Library** tab appears.

![The Library Tab appears.]

**Channels**

Channels provide links or access to other resources or services. Since there is no standard channel, becoming familiar with the different channels in AccessRIO is best undertaken by simply clicking on the links in a number of channels and exploring what they do. Channels do, however, have consistent visual cues.
All Channels contain these three buttons in the upper right corner:

1. The **Focus** button maximizes the channel to a full-screen view.
2. The **Minimize** button collapses the channel so that only the channel heading appears.
3. The **Remove** button removes the channel from the webpage.

**NOTE:** You may not remove channels that contain a light gray Remove button.

You access the content outlined in the channel body, by clicking on links in the channel body or in some cases entering information requested by the channel.

Channels are the basic building block of the AccessRIO portal, and you should take some time to familiarize yourself with the various channels available to you in the AccessRIO portal.

**NOTE:** Changing the “look and feel” of Channels and Tabs is discussed in the last sections of this document.
Using Email

Email is available through the AccessRIO portal for students, faculty, and staff.

Email for Students – Rio Mail

Accessing your email is as simple as clicking on the E-mail button in the RioMail channel (see below).

This will connect you to your email.

Email for Faculty and Staff

Email for faculty and staff can be viewed by clicking on the Envelope icon that appears in the Faculty/Staff RHC Email Access channel on the All Users tab once you are logged into the AccessRIO portal.

NOTE: The first time you access your email from the AccessRIO portal you will be required to enter your user ID and password again. This is the same user ID and password you used to log in. The screen where you enter this information is shown below. You only need to perform this action the first time you access your email. For subsequent visits you will be connected to your email automatically.
Changing Your Screen Layout – Editing Channels

What is a Channel?
As discussed in an earlier section, a channel provides at-a-glance information with “click-through” links to expanded content or web resources. An example of a channel is illustrated below.

All Channels contain these three buttons in the upper right corner:
1. The **Focus** button maximizes the channel to a full-screen view.
2. The **Minimize** button collapses the channel so that only the channel heading appears.
3. The **Remove** button removes the channel from the webpage.

**NOTE:** You may not remove channels that contain a light gray **Remove** button.

4. A special **Help** button appears on the Email Channel and offers basic E-mail Channel help.

How to Edit a Channel
To edit a channel, click on “Content/Layout” link near the upper left corner of the screen.
This brings up the **Manage/Content Layout** page.

![Manage Content/Layout](image)

To edit the options for a particular channel, either click on the channel’s hyperlink or click on the **Select Channel** button. This will reveal the options available for the channel. For many of the channels in AccessRIO there are only two choices: display the channel or delete the channel. For example when you select the **Campus Maps** channel, these two options appear.

![Manage Content/Layout Options](image)

**How to Move a Channel**

1. To **Move a Channel**, click on “Content/Layout” link as outlined above.
2. The **Manage Content/Layout** page appears as shown above.
3. On the channel you want to move, click on one of four arrows in the middle of the channel body.

Depending on the location of the channel, some arrows may be gray, which means you cannot move the channel in that particular direction. Two examples are shown below:
How to Remove a Channel

1. To **Remove a Channel**, click on “Content/Layout” link as outlined above.
2. The **Manage Content/Layout** page appears as shown above.
3. On the channel you want to remove, click the X in the upper right corner of the channel.
4. A pop-up box will ask, “Are you sure you want to remove this channel?” Click **OK** to remove.

How to Add a Channel

1. To **Add a Channel**, click on “Content/Layout” link as shown above.
2. The **Manage Content/Layout** page appears.
3. Click on the **New Channel** button in the location where you want the channel to appear. There are several buttons located on the page. The screen below appears:
4. Begin **Step 1** by selecting a category or choose “Select All.” After making your category selection, click the **go** button.

5. When **Step 2** appears, highlight the desired channel.

![Steps for adding a new channel](image)

6. In **Step 3**, click on the **Add Channel** button.

7. The new channel appears in the selected area.
Changing Your Screen Layout – Editing Tabs

Tabs are a logical grouping of related channels usually created for a specific audience. Tabs can be seen as buttons to click to open specific pages on a website. Tabs usually appear at the top or the side of a website, similar to the tabs on manila folders in a manual filing system.

How to Edit a Tab
To edit a tab, click on “Content/Layout” link near the upper left corner of the screen.

This brings up the Manage/Content Layout page. Click on the tab that you want to edit.
NOTE: You may not be able to perform all of the options shown below depending on the tab you choose. Some tabs are restricted from editing.

Options for modifying this tab:
- Make this the default "Active Tab" (the tab that is selected when you log into the portal)
- Rename the tab: [TextBox] [Rename]
- Change tab type:
  - Traditional
  - Framed - URL: [TextBox] [Change]
- Delete this tab
- Cancel and return

Active Tab: Allows you to set the tab as the one which will open when you log in to the system.
  - Click on the "Make this the default "Active Tab"" link.

Rename the Tab: Allows you to rename the tab.
  - Type a name into the textbox.
  - Click on the Rename button.

Change tab type: Allows you to reset the tab type. Options are:
  - Traditional (with channelized content)
  - Framed (pulling in the content of a specified URL to fill the entire page).
    - Click on one of the radio buttons located next to Traditional and Framed.
    - If Framed is selected, provide a URL in the textbox.
    - Click on the Change button.

Delete this Tab: Allows you to delete the tab from your layout.
  - Click on the "Delete this Tab" link.
  - A pop-up box will ask, "Are you sure you want to delete this tab?" Click OK to delete.
How to Move a Tab

1. To Move a Tab, click on “Content/Layout” link as shown above.
2. The Manage Content/Layout page appears.
3. Click on the left arrow or the right arrow of the tab you want to move.

How to Add a Tab

1. To Add a Tab, click on “Content/Layout” as outlined above.
2. The Manage Content/Layout page appears
3. Click on the Add Tab button.

Follow the four steps for adding a tab:

   **Step 1**: Provide a name in the textbox.

   **Step 2**: Click on a radio button to select the type.

   **Step 3**: Click on a radio button to select a position for the new tab.

   **Step 4**: Click on the Submit button.

The new tab is added to the page.
Changing Your Screen Layout – Editing Columns

Columns keep channels in a precise and attractive layout within the different tabs. This section describes functions you may perform on columns within a page.

How to Add a Column
To edit a tab, click on “Content/Layout” link near the upper left corner of the screen.

This brings up the Manage/Content Layout page. Click on the Add Column button at the location where you wish to add the column.
Before

Set column widths so that they total 100% for best results. If the % sign is omitted, the width will be interpreted as pixels. Notice in the graphic above there are 4 columns in the layout. Therefore, the widths have been set to 25%.

(25 x 4 = 100%).

Click on the Submit button, and the column will be added to the layout.

After

How to Move a Column

1. To Move a Column, click on “Content/Layout.”
2. The Manage Content/Layout page appears.
3. Depending on the column you want to move, click on either left or right arrow button, located next to the Select Column button.
How to Resize a Column

1. To **Resize a Column**, click on “Content/Layout” link as described above.
2. The **Manage Content/Layout** page appears.
3. On the column you want to resize, click on the **Select Column** button.
4. The column you select will be highlighted. Set the width as desired and click on the **Save Widths** button.

How to Remove a Column

1. To **Remove a Column**, click on “Content/Layout” link as shown above.
2. The **Manage Content/Layout** page appears.
3. On the column you want to remove, click on the **Select Column** button.
4. Click on the **Delete this Column** link.
5. A pop-up box will ask, “Are you sure you want to delete this column?” Click **OK** to delete.
Technical Support

Technical issues may be addressed by sending an email with a description of the issue or your question to the following email address.

portalsupport@riohondo.edu