

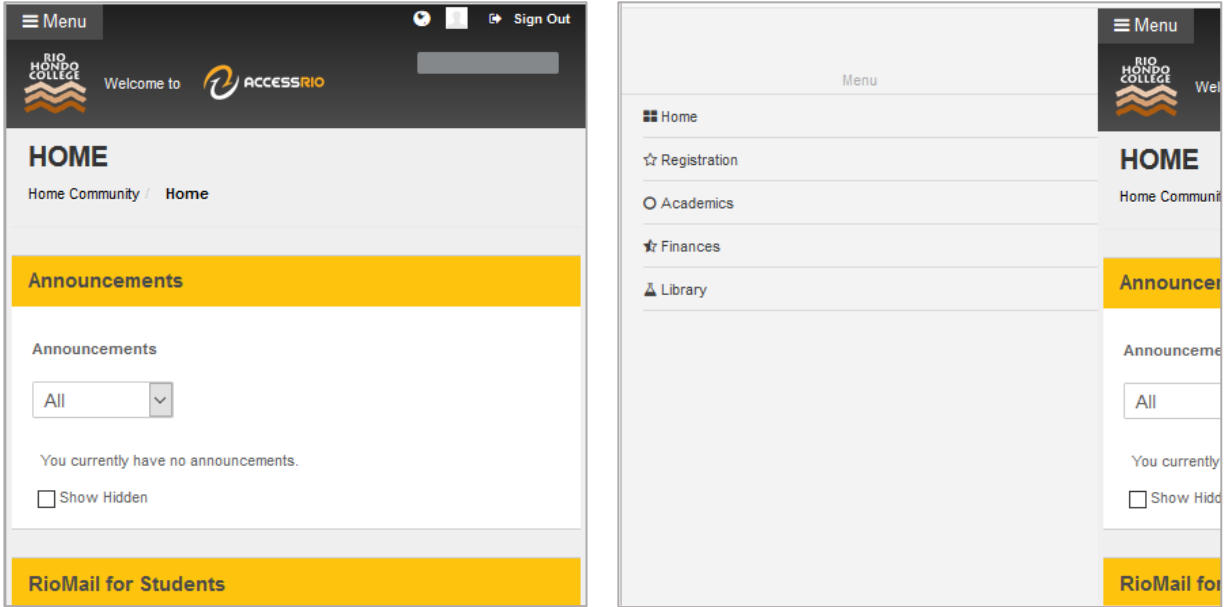
AccessRio 2019

<https://accessrio.riohondo.edu>

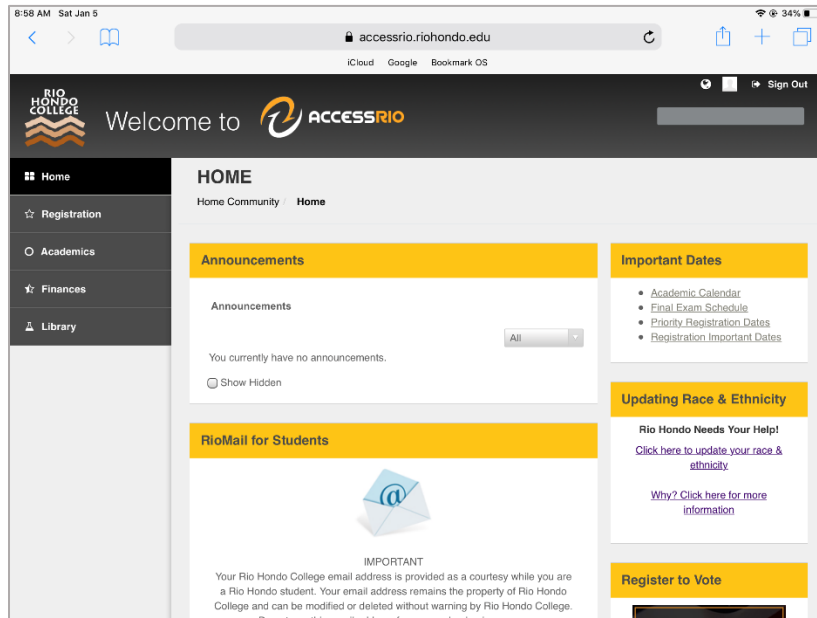
Introduction

Welcome to the upgraded AccessRio. The two most striking changes from this upgrade are changes to the “look and feel” of the site. AccessRio now conforms to Rio Hondo’s color scheme. The second major change is that AccessRio now uses responsive design. When viewed on a tablet or phone, AccessRio will adjust to conform to the dimensions of the device where it is being viewed. The screenshots below show how AccessRio appears when viewed on a phone or on an iPad.

Phone



iPad



AccessRio 2019

Logging in For New Students

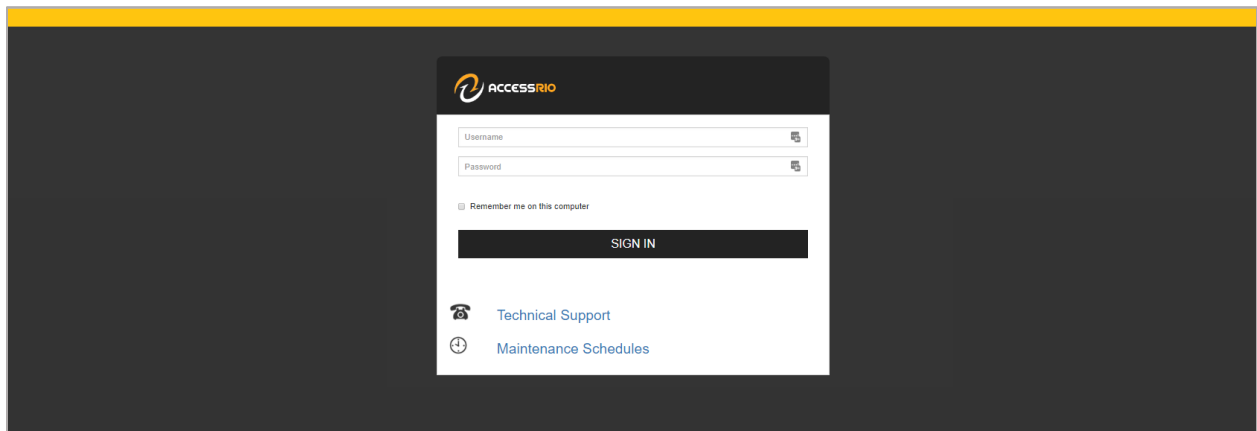
1. Enter User Name: User Name format is First Name dot Last Name Last 4 digits of student ID.
Example: ***John.smith1234***
2. Enter Password: Your password is your six-digit birthday.
Example: ***071785*** if born on July 17, 1985
3. Click the **SIGN IN** button.

Logging in For Returning Students

1. Enter User Name: User Name format is First Name dot Last Name Last 4 digits of student ID.
Example: ***john.smith1234***
2. Enter Password: Your password should be the same as it was in the old portal.
Example: ***whatevermypasswordusedtobe***
3. Click the **SIGN IN** button.

Logging in for Faculty/Staff

1. Enter User Name: Your RHC Email username
2. Enter Password: Your RHC Email password
3. Click the **SIGN IN** In button.

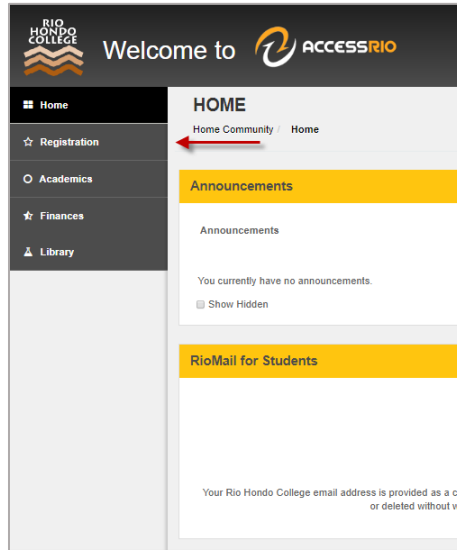


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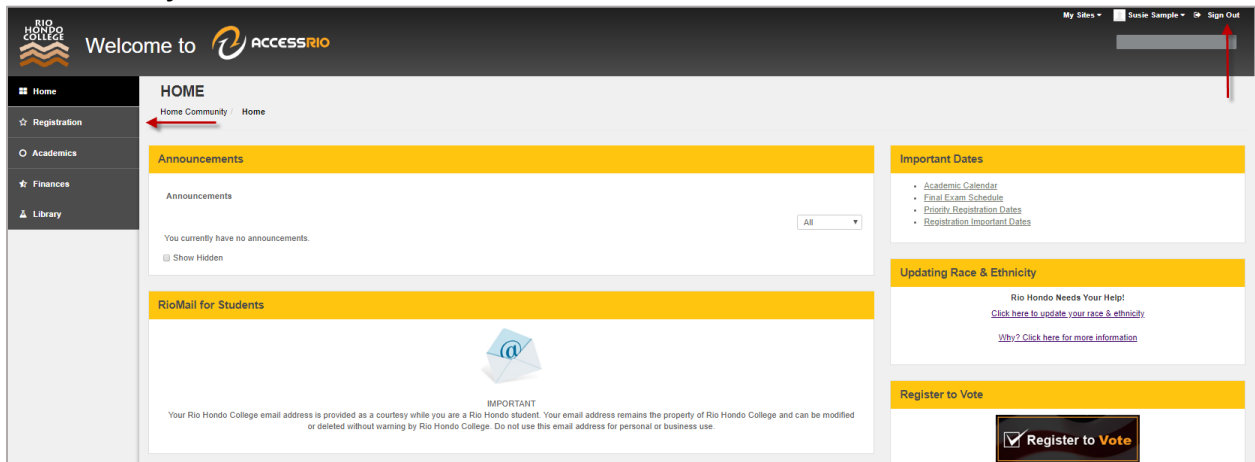
Navigating the Portal

To navigate the portal, click on one of the links along the left-hand navigation menu. Information is grouped by content area such as **Registration**, **Academics**, or **Finance**. The content areas will change depending on your role with the college. Students will see different content areas than faculty or staff. The screenshots below show the content areas for students.

Content Areas for Students



Home Screen for Students



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Signing Out

To sign out of the portal, click the **Sign Out** option that is always in the upper right portion of the screen.

