

# Registration Instructions

## -STEPS TO THE ONLINE APPLICATION & REGISTRATION SYSTEM-

Please read thoroughly, making sure each step is completed before proceeding to the next.

- 1) Go to: [www.riohondo.edu](http://www.riohondo.edu) and hover over Future Students. On the drop-down menu, find: **"Get Started"**  
Read the instructions and click on the option that applies to you and make sure you apply for the **"SPRING"** semester.
- 2) If you are applying for the first time, it will take you to the California Community Colleges Chancellor's Office (OpenCCC) screen. Creating the account will give you access to online services of any California Community College with the CCID you will receive.
- 3) Once your submitted application has been processed, you will be sent an email with your nine-digit Student ID number within 24 hours which you will need to register (not the CCID you received earlier). Follow the directions to set up your profile, view class schedule, and complete your registration.

\*\*\* Note:

*If you have taken classes with us previously, you may already have a student profile.  
If you already have a Student ID number, but did not register in the FALL 2020 semester,  
you will need to first, APPLY for the SPRING 2021 semester.  
If you were a registered student last semester, proceed to the next step.*

- 4) Email your **nine-digit Student ID#** by Noon, Monday, **October 12, 2020** to: [RMendoza@riohondo.edu](mailto:RMendoza@riohondo.edu) with the subject/title: **"Truck Academy"**. \*\*\* Please **DO NOT** skip this important step.
- 5) Registration will open for one day only on Wednesday, **October 28, 2020**.  
Payment is due upon registration. (**ONLINE ONLY**)
- 6) To register: Click the **"AccessRIO"** button on the top righthand corner of the RHC website.

*To log in and register for a class, please input the following:*

**Username:** First Name.Last NameLast 4 digits of Student ID  
(example: John.Smith1234)

**Password:** Date of Birth  
(example: Your birthdate is Jan. 1, 1975, you would input: 010175)

- 7) After logging in, go to the "Student" tab, select **"Add or Drop Classes"**.

The **CRN** for this class is: **37968** (Payment due at time of registration)

*\*\* Please note that cancellations made less than 14 business days from the course start date are subject to a partial refund only.*

- 8) Finally, please email your registration and payment confirmation to: [RMendoza@riohondo.edu](mailto:RMendoza@riohondo.edu) with the subject/ title: **"Truck Academy"**.