



## Rio Hondo College Registration Guide

### HOW TO REGISTER FOR THE BIDDLE PART 1

You must first become a Rio Hondo student:

- [www.riohondo.edu](http://www.riohondo.edu)
- Admissions & AID
- Getting Started > Select one of the categories that apply to you
- Select option 1. Apply to Rio Hondo College > complete an online app

A part of becoming a Rio Hondo student is creating a CCC account.

**\*\*\*Note: If you have attended ANY community college in California, you already have a CCC account. Select **Sign In**. You can now begin your RHC application. Make sure to apply for the term you intend to take the Biddle in (Summer/Fall Winter/Spring).**

**\*\*\*Note: If you have NEVER attended a community college in California, select **Create an Account**. Follow the instructions on the screen to receive a CCID number. You will then need to log on to your CCC account to begin your RHC application. Note that this CCID number is NOT the RHC Student ID you need to register for RHC classes. Make sure to apply for the term you intend to take the Biddle in in (Summer/Fall Winter/Spring).**

Once you submit your RHC application, you will receive an email with your nine-digit RHC Student ID number within 24-48 hours. This is the SID (Student Identification Number) you need to register for RHC classes. You will also receive your username and password for the student portal called AccessRio.

### HOW TO REGISTER FOR THE BIDDLE PART 2

**\*You must have your RHC SID to start this step.**

- [www.riohondo.edu](http://www.riohondo.edu)
- **Quick Links > AccessRio**
- **Registration**
- **Add or Drop Classes**
- **Register for Classes**
- **Select the Terms Open for Registration > Summer/Fall/Winter/Spring**
- Type in **NC Fire** in the **Subject** box. Select Search.
  - Select the Biddle you want to register for and select **Add**. A **Summary** window will appear on the lower right side of the screen. Under **Action** column it should read **\*\*\*REGISTERED\*\*\***. Click **Submit**. If you successfully registered, the status column will read Registered (highlighted in green).
  - **NOTE: If you get a message that reads: "Enter your Authorization Code" this means that the Biddle is FULL. Look for another Biddle date, if available. Or keeping checking the Class Schedule for newly added dates.**

### HOW TO PAY FOR THE BIDDLE

- Once the class has been added, go to your AccessRio home page
- **Finances**
- **Account Summary: Fee is as shown in Account Summary**
- **Pay Now**
- **Select Term, Summer/Fall/Winter/Spring**
- **Select Term (again), Summer/Fall/Winter/Spring**
- **Enter the Biddle amount as shown in account summary, \$40.00.**
- You will get directed to a third-party payment system called TouchNet.
- Follow prompts on the screen for payment.

**Still need help? Email [FireAcademy@riohondo.edu](mailto:FireAcademy@riohondo.edu)**

