



User IDs & Passwords / PINs

What is a User ID?

- User IDs (or Usernames) are needed to access certain resources available to students.
- Not all resources use the same User IDs and/or passwords or PINs.
- Most are automatically set up for you; two are not (NetLibrary & LearningExpress Library – ask for more information or see the tutorials on these resources).
- User IDs and passwords/PINs need to be kept secure; do NOT share them.

What IDs do I have for RPCC?

These are set up for all students:

- Student E-Mail – every student is provided with a campus e-mail account.
- Moodle – This is our online course management system; every student is given access to Moodle.
- Library User ID – every current student has an account with the Library.

Other IDs

- NetLibrary – this ID is used to access NetLibrary e-books listed in the Library Catalog from off campus.
- LearningExpress Library is a collection of practice tests, study guides, career resources, etc.
- These two need to be set up on request and must be created from a computer on campus. See their respective tutorials or ask a librarian for assistance.

Student E-Mail

- Even if you have a personal e-mail account (e.g., Yahoo, g-mail, etc.), you are still given a campus E-mail account when you register for classes.
- This address is used in Moodle.
- Your instructors may use this e-mail address to communicate with you unless you tell them otherwise.
- You should check it often or set the account to forward to another e-mail address. .
- Your username is:
 - rp + [first initial] + [last name] + [last 4 digits of your SSN]
 - Ex. Jane Doe, SSN 987-65-4321 would be:
 - rpjdoe4321
- This complete sample e-mail address is:
 - rpjdoe4321@students.rpcc.edu
- E-mail accounts existing **before** Spring 2011 will still use the current password

- If you did not change it, it will still be “rpcc” + the last 4 of your SSN; ex. rpcc4321
- For NEW accounts, issued Spring 2011 and after, the password is:
 - “ChangeMe” followed by the last 4 digits of your SSN, no spaces or dashes
 - Ex. ChangeMe4321
 - You may be required to change it when you first login
 - Passwords are case-sensitive, will require a minimum of 12 characters, and include at least 1 upper case letter, 1 lower case letter, and 1 number.
 - Passwords will be valid for a semester.
- Once you login for the first time, change your password to something that meets the minimum requirements and only you will know.
- Contact Tim Sullivan at itc@rpcc.edu if you have any questions or problems related to your student e-mail account.
- Student E-Mail may be accessed from either the RPCC homepage, www.rpcc.edu, or the Library homepage, http://library.rpcc.edu

Moodle

- Moodle is the online course management system in use at RPCC, effective Spring 2011.
- Most faculty use it to provide students with online access to course materials in addition to what is presented in class; some may not.
- It is the primary tool used for ALL RPCC online classes.
- Your Moodle username is:
 - rp + [first initial] + [last name] + [last 4 digits of your SSN]
 - Ex. Jane Doe, SSN 987-65-4321 would be:
 - rpjdoe4321
- Your password, until you change it, is:
 - “ChangeMe followed by the last 4 digits of your SSN, no spaces or dashes
 - Ex. ChangeMe4321
 - You will be required to change it when you first login.
 - Passwords are case-sensitive, will require a minimum of 12 characters and include at least 1 upper case letter, 1 lower case letter and 1 number.
 - Passwords will be valid for a semester.
- Change your password to something that meets the minimum requirements & only you will know.
- You should also check your e-mail address listed here; it will be your RPCC e-mail address. If you wish to use another address, you may change it.
- These changes can be made by going to your “Profile” and select “Change password” or “Edit profile” as needed to make any changes.
- All students will have access to the RPCC Library Services section of Moodle, which will provide Library related information.
- Moodle may be accessed from either the RPCC homepage, www.rpcc.edu , or the Library homepage, http://library.rpcc.edu
- For password or login problems, or for technical help with Moodle, contact moodle@rpcc.edu; include “RPCC Moodle Problem” as the subject and give a detailed description of the problem.
- For course-related issues, you must contact that instructor.
- For other information and help with Moodle, see our online tutorials or ask in the Library.

Library User ID & PIN

- Your Library User ID or Alternate ID & PIN are used for two purposes:
 - To access your Library Account, whether you are on or off campus
 - Please see our User Guide, our online tutorial on Accessing Your Library Account, or just ask us for more information!
 - To access most* of the Databases from off campus
 - *Other databases use logins & passwords unique to those databases. See **Using Online Library Resources From Home**, <<http://library.rpcc.edu/ezproxy.html>>.
 - Please see our User Guide, our online tutorials for using the Databases, or ask us!
- For students, your Library User ID is the 9-digit RPCC number beginning with 89-###-####, followed by 100
 - This can be found on fee bills, schedules, etc.
- Your alternate (or alt id) ID is your SSN, no spaces or dashes
- Your PIN is the last 4 digits of your SSN
- Ex.
 - User ID: 89#####100
 - Alternate ID: 987654321
 - PIN: 4321

Please note that when accessing your library account or the databases, you will only need your User ID or Alternate ID, not both.

Was this information helpful?

- Do you have any questions?
- Let us know how we're doing.
- Send an e-mail to lrc@rpcc.edu to tell us.
- Please be as specific as necessary.
- Tell us what you like and/or dislike about this tutorial and our services in general.
- Your comments are appreciated.

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