



## 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 & Learning Express 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.
- Blackboard® – every student is given access to Blackboard, whether your instructors use it or not.
- Library User ID – every current student has a record with the Library.

### Other IDs

- NetLibrary – this ID is used to access netLibrary e-books listed in the Library Catalog from off campus.
- Learning Express Library is a collection of practice tests, study guides, 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.
- Your instructors may use this e-mail address to communicate with you unless you tell them otherwise.
- This address is used in Blackboard.
- You should check it often.
- Your username is:
  - rp + [first initial] + [last name] + [last 3 digits of your SSN]
  - Ex. Jane Doe, SSN 987-65-4321 would be:
    - rpjdoe321
- This complete sample e-mail address is:
  - rpjdoe321@students.rpcc.edu
- Your password, until you change it, is:
  - “rpcc” followed by the last 4 digits of your SSN
  - Ex. rpcc4321
- Once you login for the first time, change your password to something that only you will know.

- Contact Tim Sullivan at [itc@rpcc.edu](mailto: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](http://www.rpcc.edu), or the Library homepage, <http://library.rpcc.edu>

## **Blackboard®**

- Blackboard® is the electronic course management system currently in use at RPCC.
- 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 online classes.
- Even if your instructor does not use Blackboard® or if you are not taking an online course, you still have access to the RPCC Student Information Pages on Blackboard®, a source for various announcements, general resources & information. Check here often.
- Blackboard® may also be accessed from either the RPCC homepage, [www.rpcc.edu](http://www.rpcc.edu), or the Library homepage, <http://library.rpcc.edu>
- Your Blackboard® username is:
  - rp + [first initial] + [last name] + [last 3 digits of your SSN]
  - Ex. Jane Doe, SSN 987-65-4321 would be:
    - rpjdoe321
- Your password, until you change it, is:
  - rpcc followed by the last 4 digits of your SSN, no spaces or dashes
  - Ex. rpcc4321
- The first thing you should do after you login is change your password to something that 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 “Personal Information” in the “Tools” menu.
- For password or login problems, or for technical help with Blackboard®, contact [blackboard@rpcc.edu](mailto:blackboard@rpcc.edu); include “RPCC Blackboard Problem” as the subject and give a detailed description of the problem.
- For other information and help with Blackboard, 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
    - 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](mailto: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.

Phone numbers: (225) 675-0218; (225) 675-0231; (225) 675-0201  
Fax: (225) 675-8595

