

STEP BY STEP INSTRUCTIONS FOR ACTIVATING YOUR STUDENT EMAIL ACCOUNT

1. Start at <http://www.rccc.edu>, then click on **the rock** to access your account.

2. Log in to your account.

Username = Your Student ID number (S0_____)

Password: If this is your first time accessing your account, the initial password is your six---digit date of birth. (MMDDYY format)

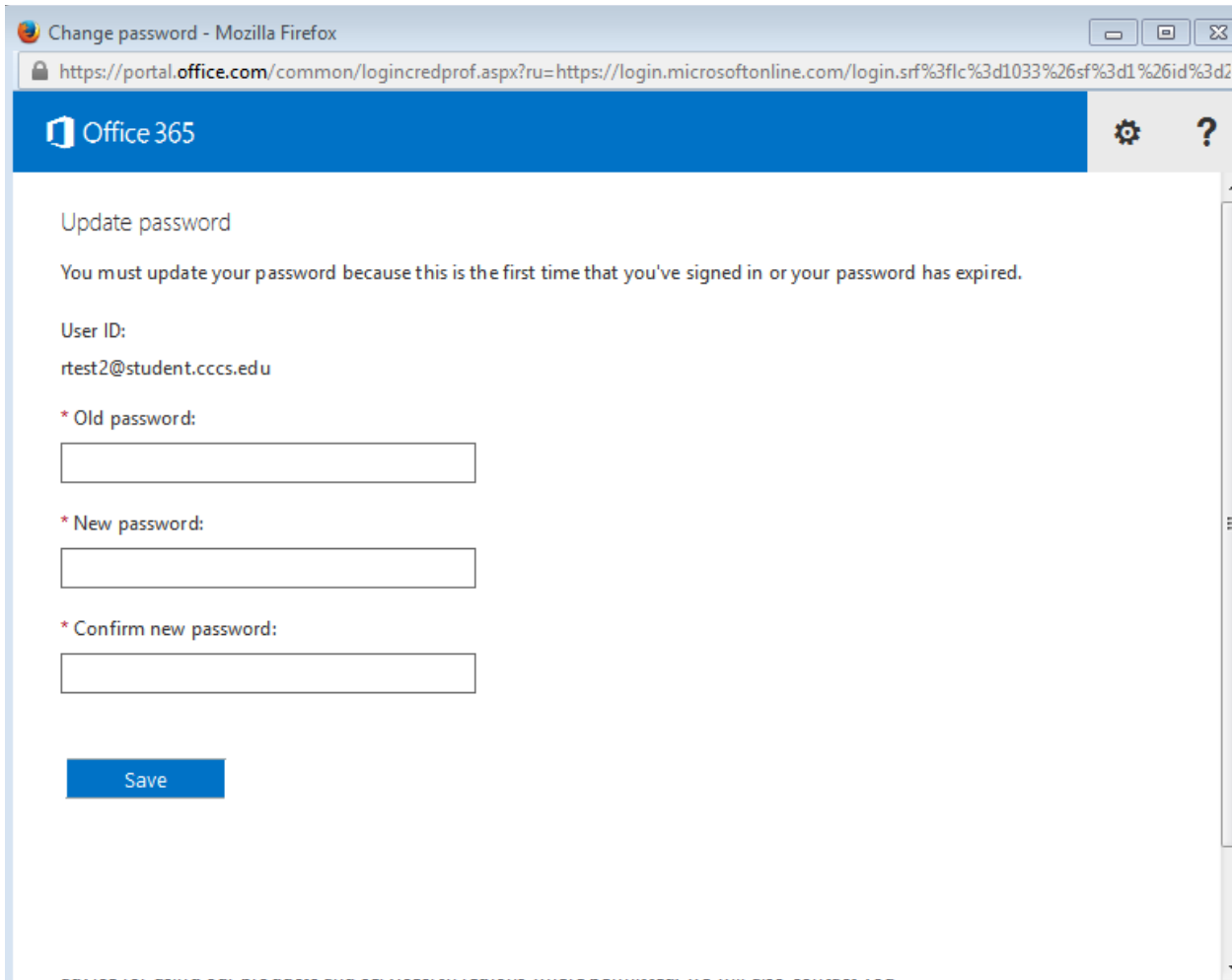
Click LOGIN.

3. Once you are in logged in, click on the Student Email icon at the top right of the screen.

The screenshot shows the RRCC website dashboard. At the top, there is a banner for 'the rock' with a background image of graduates in red gowns. Below the banner, the user is logged in as 'Aimee Marcelo'. A navigation bar contains several icons: 'Student Email', 'Fac/Staff Email', 'Groups', 'Admin', 'Directory', 'Help', and 'Logout'. A red arrow points to the 'Student Email' icon. Below the navigation bar, there are several content blocks: 'Announcements', 'News & Events' (including Cafeteria Summer Hours and Coffee Shop Summer Hours), 'The Rock Feedback & Requests', 'RRCC Campus' (with a photo of tulips), 'People & Places', 'Help', 'Tech Support', 'Student Email', 'Online Courses', and 'Course Evaluations'.

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4. If this is your first time signing in to your RRCC Student Email and you are prompted to input an “Old Password,” the old password will be your birthday written in the following format:
If your birthday is May 23, 1990, the password will be: **May231990**



The screenshot shows a web browser window titled "Change password - Mozilla Firefox". The address bar contains the URL: <https://portal.office.com/common/logincredprof.aspx?ru=https://login.microsoftonline.com/login.srf%3f%3d1033%26f%3d1%26id%3d2>. The page header is blue with the "Office 365" logo and a settings icon. The main content area is titled "Update password" and contains the following text: "You must update your password because this is the first time that you've signed in or your password has expired." Below this, the "User ID:" is listed as "rtest2@student.cccs.edu". There are three required input fields: "* Old password:", "* New password:", and "* Confirm new password:". Each field is represented by a white rectangular box. At the bottom left of the form is a blue "Save" button.

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- You will remain signed in to your email account through **the rock** and should not need to log in each time you access your account. Just click on the Student Email icon and it will take you to your email.

The screenshot displays the 'the rock' website interface. At the top, there is a navigation bar with the 'the rock' logo on the left and a user welcome message: 'Welcome Aimee Marcelo. You are currently logged in.' To the right of the welcome message are icons for 'Student Email', 'Fac/Staff Email', 'Groups', 'Admin', 'Directory', 'Help', and 'Logout'. Below the navigation bar is a horizontal menu with tabs: 'Welcome', 'Student', 'Student Finance', 'Campus Life', 'Employee', 'Faculty', 'Library', and 'My Tab'. The date 'July 9, 2012' is displayed on the right side of this menu. The main content area is divided into several sections: 'Announcements' (no announcements), 'News & Events' (Cafeteria Summer Hours, Coffee Shop Summer Hours, May 9 - Aug 17, This Week's Cafeteria Specials (July 9-13), GRILL menu, and HOT LINE menu), 'The Rock Feedback & Requests' (Request an announcement, Request a group, Request a channel), 'RRCC Campus' (a photo of tulips), 'People & Places' (Campus Directory, Employee Directory, Campus Maps), and 'Help' (Tech Support, Student Email, Online Courses, and Course Evaluations). A red arrow points to the 'Student Email' icon in the top navigation bar.

Need additional help?

- Our 24/7 Help Desk is available at 1-888-800-9198.
- Check out the Colorado Community Colleges help page: help.cccs.edu