

IT Survival Guide for Students

Warrior Tag*: This 9 digit number is your Warrior Tag/Student ID. Looks like 800-XX-XXXX

Username*: lastname firstinitial lastfourofwarriortag (Ex: smithj1234)

Password*: Complexed password for your security. Contains uppercase, lowercase, and numbers; and may contain some special characters. This password is for ALL accounts and if changed, could cause you not to be able to log in. (Students can change their password by visiting <http://stu-pwr.rlc.edu/default.asp>. They must enroll the first time by using current username and password.)

Warriormail Email Address*: Username@warriormail.rlc.edu (Ex: smithj1234@warriormail.rlc.edu)

*Accounts can take up to 24 hours to be fully functional. Please allow this time before trying to log in or call Help Desk.

How to log in to Self-Service

Go to www.rlc.edu

Look at the right hand side of the site and select Self Service.

Use your **Username** to sign in. (Format: *academic\username*)

Click on Students.

Use your **Username** (Format: *academic\username*) and **password** to sign in.

(If this is your first time signing in to Self Service you will not be able to see your tabs. Please log out, and sign in again. You will then be able to see all of your tabs. You have to log-in twice the very FIRST time.)

How to make a payment with Nelnet

Sign in to Self Service using your **Username** (Format: *academic\username*)

Select Students, then use **Username** (Format: *academic\username*) your **password**.

Click the Finances Tab

Select Make a Payment

Create the account and verify your information. (*First time only*)

Select the Term and Year. Follow all prompts.

How to print on campus with PaperCut

When printing on campus, a popup will show up from PaperCut asking for credentials. Please use your **username** and **password**.

How to access the Electronic Library

When accessing articles on the Electronic Library, Select Students and use your **Username** (Format: *academic\username*) and **password**.

How to sign in to Canvas

You will use your Warriormail email address and password to sign into Canvas. Please ensure that you are signed out of any personal Google accounts before starting this process.

Go to the www.rlc.edu website.

Under MyRLC (top right hand corner) select Canvas.

This will take you to Google to sign in.

Use your **Warriormail email address** and **password** to sign in.

It will ask you to read terms and check the acknowledge box to continue.

You will now see your classes on Canvas.

Students may not be able to see their classes until the start day or the instructor has published the course.

How to download Office 365

Go to MyRLC Portal (top right hand corner of the www.rlc.edu website)

Scroll down to find Office 365 for Students.

Click on the “Click HERE to get started” link

Read and follow the directions. You will use your **Warriormail email address** and your **password**.

How to register for Warrior-Wireless (WIFI on campus)

When students are on campus, they can connect to the campus WIFI using their **username** and **password**. For further instructions, please visit

<https://www.rlc.edu/warrior-wireless>

If you need any further assistance, you may contact the Help Desk at

618-437-5321 ext 1259 or by email at Help-Desk@rlc.edu.

Please remember, do NOT provide sensitive information (i.e. username or password) in the email. A name, phone number, and brief description is all that should be included with the email.

Please visit <https://www.rlc.edu/it-help-desk> for current

hours of operation. Any calls or emails received after hours, will be responded to the next business day.