

# Step by Step – Student Portal

1. Visit <http://portal.rccd.edu/>
2. A new tab/window will open. Enter your **RCCD email address and password**. If you have never logged in before, your default password is:  
**First letter of your name (capitalized) + first letter of your last name (lowercase) + the month, day, and year of your birthdate (MMDDYY)**  
For Example, Jane Doe, who was born on July the 4th,2006 will have the default password: **Jd070406**



**MORENO VALLEY COLLEGE**

**NORCO COLLEGE**

**RCC RIVERSIDE CITY COLLEGE**

**RCCD RIVERSIDE COMMUNITY COLLEGE DISTRICT**

Sign in with your RCCD email account

someone@example.com

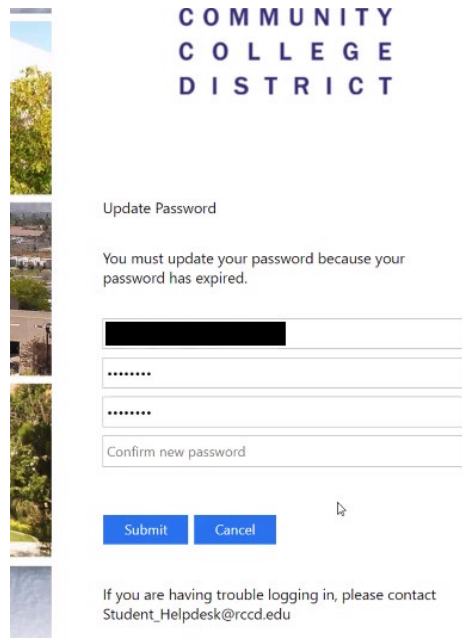
Password

Sign in

This is a private computer system operated by RCCD on behalf of the students, faculty and staff of Moreno Valley College, Norco College, and Riverside City College. Actual or attempted unauthorized use of this system is prohibited and may result in criminal and/or civil prosecution.

[Can't access your account?](#)

3. **If you are setting up your password for the first time**, you will need to re-enter your RCCD email; your Old Password (default password), and create a New Password following the specifications listed below.



**COMMUNITY COLLEGE DISTRICT**

Update Password

You must update your password because your password has expired.

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Confirm new password

Submit Cancel

If you are having trouble logging in, please contact Student\_Helpdesk@rccd.edu

4. Once your new password is created, you will need to Sign-in again using your **new** updated password. Make sure to save this information!
5. Open the Parent Approval Form a new tab on your browser. <https://bit.ly/ncdeccap>  
If you are attending JFK, you will need to complete a different Parent Approval Form.
6. To access your RCCD email, you can open it from your MyPortal page, or you can also do it from <http://mail.office365.com/> You will need to enter your RCCD email address as your username, and your new password. The first time you log in, the system may ask you to set up your security credentials.  
Remember: All communications from Norco College, including emails from your instructor, will come to your Norco (RCCD) email account. It is recommended that you check your email regularly while you are attending Norco College.

Questions? Feel free to send us an email at [DualEnrollment@norccollege.edu](mailto:DualEnrollment@norccollege.edu)

## Step by Step – CANVAS

- From your Student Portal, Click on “Canvas”. A new tab will open up. Your **Dashboard** will show the courses you are enrolled for the current semester.

The screenshot shows the Canvas Dashboard interface. On the left is a dark sidebar with navigation icons: Account, Dashboard, Courses, Calendar, Inbox (14), History, Studio, Student Resources, and Help & More (4). The main area is titled "Dashboard" and contains a grid of course cards:

- Discrete Mathematics**: CIS-7-38094 OL (08/23-12/16) Di... 21FAL-CIS-7-38094 Fall 2021. Includes notification icons for announcements (6) and messages (1).
- PHY-4B-37911 LEC (08/23-12/16...**: 21FAL-PHY-4B-37911 Fall 2021. Includes notification icons for announcements (1) and messages (1).
- XL3\_ECO-7-47366/49043/49377...**: 21FAL-ECO-7-47366 Fall 2021. Includes notification icons for announcements (6) and messages (1).
- NC- STEM Pathways**: NC- STEM Pathways. Includes notification icons for announcements (16) and messages (4).
- NORCO COLLEGE LERC Learning Resource Center**: NC-Norco Tutoring Online NC-Tutoring & Workshops.
- NC-Honors Program**: NC-Honors Program. Includes notification icons for announcements (1) and messages (1).

- The front page of your class will show important information. Pay close attention to any **Announcements** made by your professor, and the **To Do List** on the right side of the screen.

The screenshot shows the Canvas course page for "21FAL-ECO-7-47366 > Modules". The left sidebar is blue and contains navigation options: Account, Dashboard, Courses, Calendar, Inbox (14), History, Studio, Student Resources, and Help & More (4). The main content area is titled "Recent Announcements" and lists:

- TO DO Week #10 (October 25-31)**: For this week you are to: Check your announcements, email, and ... Posted on: Oct 25, 2021 at 12am
- Fiscal Policy in Your Life FEEDBACK**: Hi Everyone, Many of you mentioned that the fiscal policy tools w... Posted on: Oct 19, 2021 at 12am
- TO DO Week #9 (October 18-24)**: For this week you are to: Check your course mail, announcements,... Posted on: Oct 18, 2021 at 12am

Below the announcements is a section for "Getting Started in Macroeconomics". On the right side, there are buttons for "View Course Stream", "View Course Calendar", and "View Course Notifications". Below these is a "To Do" list:

- No Office Hours this w... Oct 12 at 12am
- Fiscal Policy in Your Lif... Oct 17 at 5pm
- MP Initial Post Due SU... Oct 17 at 5pm
- TO DO Week #9 (Octo... Oct 18 at 12am
- Fiscal Policy in Your Lif... Oct 19 at 12am
- Fiscal Policy in Your Lif... Oct 21 at 11:59pm
- TO DO Week #10 (Oct... Oct 25 at 12am

At the bottom right, there is a "Recent Feedback" section.

3. The left tab of your class allows you to access other pages.

Fall 2021

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Quizzes

Modules

BigBlueButton  
(Conferences)

Collaborations

3C Media

NetTutor

Chat

College Library 24-7  
Access

**Important tabs to explore!**

**Announcements:** Check this regularly. Your Professor may post any important information related to your class.

**Syllabus:** This will show you the program for your course. It will include the learning outcomes, dates, assignments, grading policy, and other important information about your class.

**Assignments, Discussions & Quizzes** Homework, projects, quizzes, discussions, and other assignments scheduled by your instructor.

**Grades:** Find your current grade for specific assignments, as well as your grade in your class.

**Modules:** Most instructors breakdown the course by topics or chapters. Make it a habit to check this tab and keep up to date with your class.