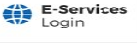



## How to Login

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- Access our website: [www.riverland.edu](http://www.riverland.edu) Select: *myriverland* in the upper right corner
- Select: **e-Services** login 
- Enter your StarID number, password and put a check mark in the box before **Display Name**
- Select “**Login**”

## Register for courses using Search for a Course

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- Click on **Courses & Registration**, left menu
- Select **Search for a Course**
- Choose the term for which you wish to register
- Click on the drop down menu in the “Subject” area and locate the subject of the course you wish to register for
  - *Note: Advanced Search allows more search parameters.*
- Click on **Search**
- Locate the course you want and click on  icon
  - *Note: Adding a course to your wish list DOES NOT reserve the seat for you. You MUST complete the next 5 steps to lock in your registration for the course.*
- Once you are ready to register, click on **Continue to Review My Plan** on the right side of your screen
- Put a check mark in the box in front of the course
- Click on **Select Course(s) to proceed to Register** below the list
- Enter your Access Code (if asked) and your password
- Click **Register**
- You will receive a confirmation that your Registration was Successful or an error message will appear

## Register for courses using Quick Add

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- You may use Quick Add if you know the course ID’s for your courses
- Click on **Courses & Registration**, left menu
- Select **Quick Add (Register)**
- Enter one course ID number per box and select **Register**
- Enter your Access code (if asked) and your password
- Click **Register**
- You will receive a confirmation that Registration was Successful or an error message will appear

## Print your schedule

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- Click on **View/Modify Class Schedule** from left menu
- Print schedule by clicking File, Print or the Printer Icon from the Menu bar


## View your tuition statement

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- Select **Bills and Payment** from left menu; select **View Account Detail**

## Drop/Withdraw from a Course

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- Click on **Courses & Registration** from left menu
- Choose **View/Modify Class Schedule**
- Select the semester if necessary
- Click on the  icon in front of the course
- Enter your password; click on **Drop/Withdraw** blue button
- You will receive a message that You have successfully dropped your course
- Repeat these steps for each course you wish to drop

## MyRiverland student email account


Riverland Community College has designated email via the *college-issued email address* as the primary method of communication with students regarding topics of academic, student service or administrative nature. The College does retain the right to disseminate official notices via traditional methods also.

Each student is responsible for reviewing their designated e-mail account frequently (weekly) in order to stay current with official College correspondence.

Examples include:

- Deadline notices (registration, tuition payment, financial aid, graduation, etc.)
- Class or registration cancellation notices
- Changes to course; days, dates, times, location
- Riverland “Weekly”
- Riverland sanctioned events/invitations
- Campus crime and security notices
- New policy and policy changes
- Surveys sanctioned by Riverland
- Student Government participation notices

### To access your Riverland student email account:

- Access our website: [www.riverland.edu](http://www.riverland.edu)
- Select: *myriverland* in the upper right corner
- Select: Office 365
- Login: <http://login.microsoftonline.com>
- Enter your StarID followed by [@go.minnstate.edu](http://go.minnstate.edu), so it looks like this: [ab1234cd@go.minnstate.edu](mailto:ab1234cd@go.minnstate.edu)
  - Your email address is generally [firstname.lastname@my.riverland.edu](mailto:firstname.lastname@my.riverland.edu), you can check yours by clicking on your name in the upper right corner, then My Profile – Under your name next to the mail icon is your actual email address.
- Enter your password and click "Sign In"
- Select the "Outlook"  App to view your email

## MFA Enrollment Instructions if you want to install on your phone.

### 1.) Install the Microsoft Authenticator App on SmartPhone

- Android phone App
- iOS iPhone App

### 2.) Configure Multi-Factor Authentication

- Go to: MinnState's MFA App
- Log in with your @go.minnstate.edu (students) or @minnstate.edu (faculty/staff)
- Click "Step 1: Setup MFA Verification Options"



### BEFORE YOU BEGIN

#### 1) REVIEW

Click on "Review" to know the methods you can use for MFA, which will open a new tab in your browser. Click on this page's tab in your browser after you have reviewed the information. The Recommendation is to pick at least two.

#### 2) ASK

Contact your IT department if you have any questions or concerns about MFA before proceeding.

#### 3) PREPARE

Have the devices or apps available during MFA setup to confirm. Recommended to pick at least two or more devices and methods.

### PROCEED

Click the "Enable/Change" button below to complete the MFA setup - your account will be protected within a few minutes!

## Enable Multi Factor Authentication for

A screenshot of the Microsoft MFA setup page. The page is titled 'Additional security verification' and includes a Microsoft logo at the top left. Below the title, there is a section for 'what's your preferred option?' with a dropdown menu set to 'Notify me through app'. Below that, there is a section for 'how would you like to respond?' with a 'Set up one or more of these options. Learn more' link. There are three radio button options: 'Authentication phone' (checked), 'Office phone', and 'Alternate authentication phone'. The 'Authentication phone' option has a dropdown menu for 'United States (+1)' and a text input field for the phone number. The 'Office phone' option also has a dropdown menu for 'United States (+1)' and a text input field for the phone number, with an 'Extension' field below it. The 'Alternate authentication phone' option has a dropdown menu for 'Select your country or region' and a text input field for the phone number. At the bottom, there is a 'Set up Authenticator app or Token' section with a 'Set up Authenticator app' button.

1. Under "What's your preferred option?" select "Notify me through app"
2. Under "How would you like to respond?" please configure at least two options. Also, please use phones you'll have access to when signing in. The Microsoft Authenticator app is the easiest to use and the most secure.
3. Once your cellphone numbers are entered, enable the Authenticator app or Token
4. Click "Setup Authenticator app" button