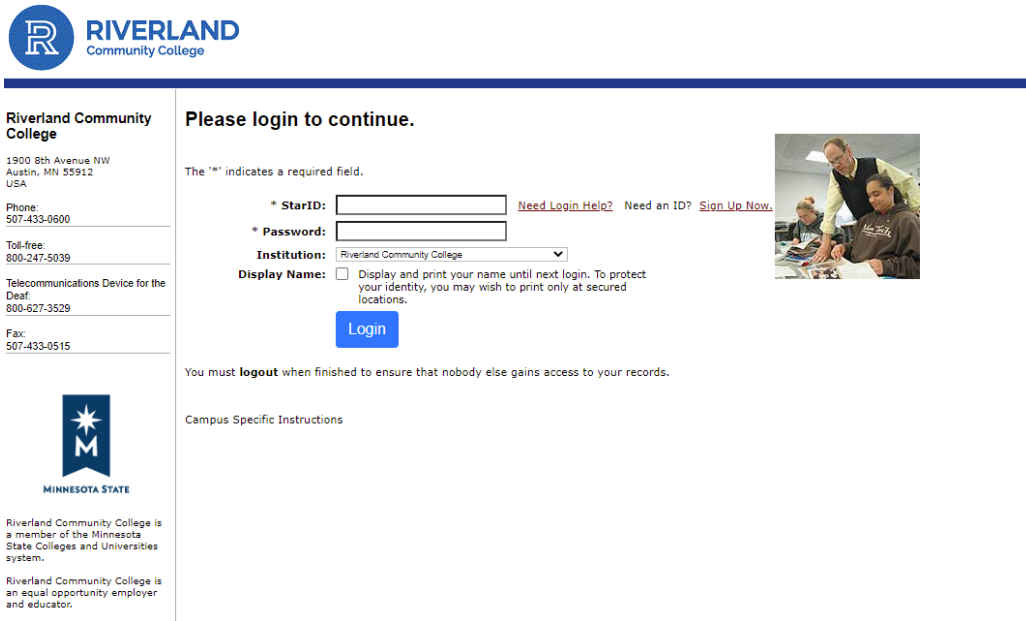


How to update your personal email address in e-Services

1. Login to e-Services using your StarID and your StarID password.

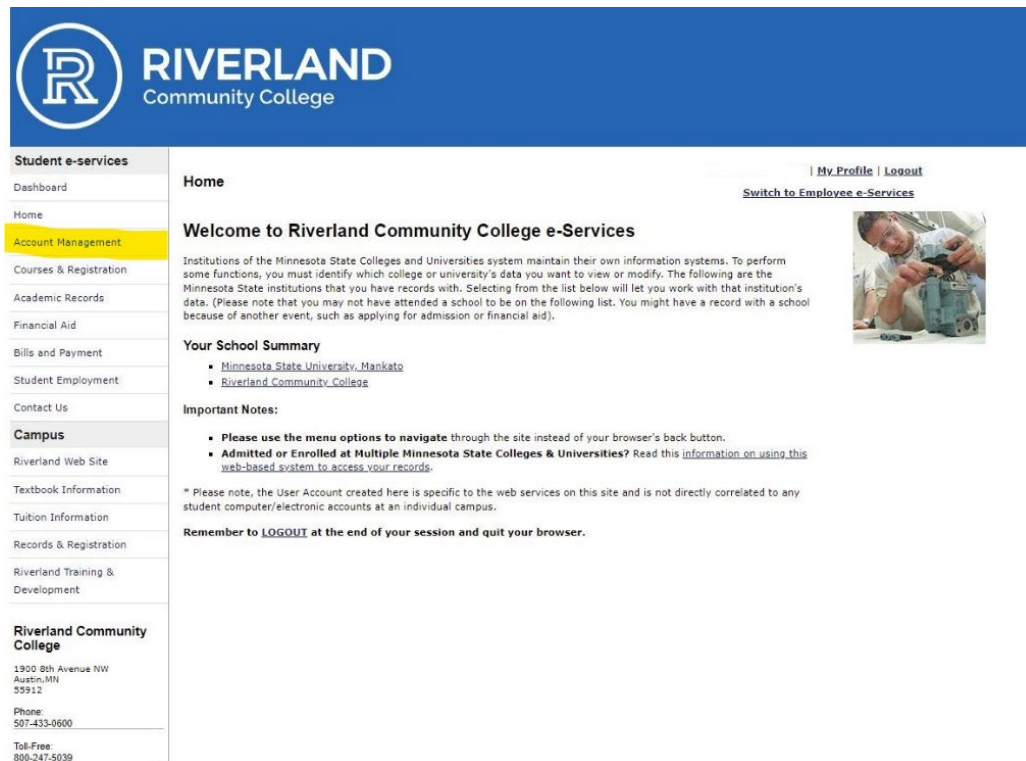


The screenshot shows the login page for Riverland Community College. On the left, there is contact information for the college, including its address (1900 8th Avenue NW, Austin, MN 55912, USA), phone numbers (507-433-0600, toll-free 800-247-5039), and a TDD number (800-627-3529). Below this is the Minnesota State logo and a statement that Riverland Community College is a member of the Minnesota State Colleges and Universities system and an equal opportunity employer and educator.

The main content area is titled "Please login to continue." and contains a login form with the following fields: "StarID" (required), "Password" (required), and "Institution" (a dropdown menu currently set to "Riverland Community College"). There is a "Display Name" checkbox with the text "Display and print your name until next login. To protect your identity, you may wish to print only at secured locations." A blue "Login" button is positioned below the form. To the right of the form is a small image of a student and a teacher working together.

Below the form, there are links for "Need Login Help?", "Need an ID?", and "Sign Up Now.". A note states: "You must **logout** when finished to ensure that nobody else gains access to your records." There is also a section for "Campus Specific Instructions" which is currently empty.

2. Click on Account Management on the menu on the left side of the screen.



The screenshot shows the dashboard for Riverland Community College e-Services. The top navigation bar includes the college logo and name, and links for "My Profile" and "Logout". Below the navigation bar is a sidebar menu with the following items: "Student e-services", "Dashboard", "Home", "Account Management" (highlighted in yellow), "Courses & Registration", "Academic Records", "Financial Aid", "Bills and Payment", "Student Employment", "Contact Us", "Campus", "Riverland Web Site", "Textbook Information", "Tuition Information", "Records & Registration", "Riverland Training & Development", and "Riverland Community College" (with contact information).

The main content area is titled "Home" and "Welcome to Riverland Community College e-Services". It contains a paragraph explaining that institutions of the Minnesota State Colleges and Universities system maintain their own information systems and that users must identify which college or university's data they want to view or modify. Below this is a "Your School Summary" section with a list of institutions: "Minnesota State University, Mankato" and "Riverland Community College".

There is an "Important Notes" section with two bullet points: "Please use the menu options to navigate through the site instead of your browser's back button." and "Admitted or Enrolled at Multiple Minnesota State Colleges & Universities? Read this information on using this web-based system to access your records." A note below states: "Please note, the User Account created here is specific to the web services on this site and is not directly correlated to any student computer/electronic accounts at an individual campus." A final reminder says: "Remember to LOGOUT at the end of your session and quit your browser." To the right of the main content area is a small image of a student working in a lab.

3. Click on Demographic Info.

The screenshot shows the Riverland Community College website's "My Profile" page. The header features the Riverland logo and name. A left sidebar lists "Student e-services" and "Campus" categories. The "Demographic Info" link is highlighted in yellow. The main content area is titled "My Profile" and includes links for "My Profile", "Logout", and "Switch to Employee e-Services". A message states: "To change your StarID password, please visit the [StarID Self-Service Page](#)". Below this is a section for "Opt In/Out Agreements" with a message: "Tax Form 1098-T Tuition Statement will be available to you electronically. You will NOT receive a printed copy in the mail. [Turn Text Messaging On or Off](#)". At the bottom, there is a link: "[Allow someone else to view and pay my bills.](#)".

4. Scroll to the bottom of the screen.

The screenshot shows the "Update Confidential Demographic Information" page on the Riverland Community College website. The header is the same as the previous screenshot. The left sidebar is visible, and the "Update Confidential Demographic Information" link is highlighted in yellow. The main content area is titled "Update Confidential Demographic Information" and includes links for "My Profile", "Logout", and "Switch to Employee e-Services". A message states: "Providing the following confidential demographic information is voluntary. Minnesota State Colleges and Universities will use this data to help strengthen our student retention, success, and completion practices. Please make any necessary updates to your demographic information. Press the 'Submit' button to complete the update." Below this is a section for "Sex shown on your official documents" with radio buttons for "Female", "Male", and "Other". A section for "What is your gender identity?" includes a definition and a list of checkboxes: "agender", "genderqueer or gender fluid", "man", "non-binary or non-conforming", "trans", "two spirit", "woman", "additional gender identity" (with a "Specify here" text input field), and "prefer not to disclose".

5. Enter your current personal email address and click Submit.

Date of Birth: (enter as DD/MM/CCYY)

▼ ▼ ▼

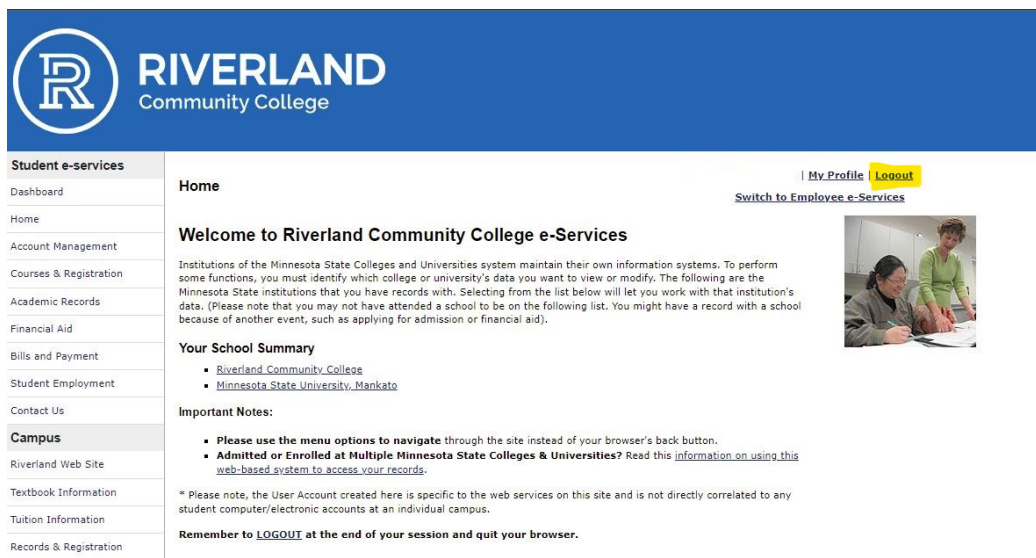
E-mail Address:

Submit

NOTE: The college/university is asking you to provide information that includes private and/or confidential information under state and federal law. You are not legally required to provide the information the college/university is requesting. With some exceptions, unless you consent to further release of private information, access to this information will be limited to school officials, including faculty who have legitimate educational interests in the information.

Minnesota State Colleges and Universities abide by the provision of Title IX and other federal and state laws forbidding discrimination on the basis of sex, race, color, national origin or handicap and all other state and federal laws regarding equal opportunity.

6. Click Logout on the upper right side of the screen.



RIVERLAND
Community College

Student e-services

- Dashboard
- Home
- Account Management
- Courses & Registration
- Academic Records
- Financial Aid
- Bills and Payment
- Student Employment
- Contact Us

Campus

- Riverland Web Site
- Textbook Information
- Tuition Information
- Records & Registration

Home

Welcome to Riverland Community College e-Services

Institutions of the Minnesota State Colleges and Universities system maintain their own information systems. To perform some functions, you must identify which college or university's data you want to view or modify. The following are the Minnesota State institutions that you have records with. Selecting from the list below will let you work with that institution's data. (Please note that you may not have attended a school to be on the following list. You might have a record with a school because of another event, such as applying for admission or financial aid).

Your School Summary

- Riverland Community College
- Minnesota State University, Mankato

Important Notes:

- Please use the menu options to navigate through the site instead of your browser's back button.
- Admitted or Enrolled at Multiple Minnesota State Colleges & Universities? Read this [information on using this web-based system to access your records](#).

* Please note, the User Account created here is specific to the web services on this site and is not directly correlated to any student computer/electronic accounts at an individual campus.

Remember to **LOGOUT** at the end of your session and quit your browser.

| My Profile | Logout

[Switch to Employee e-Services](#)

