How to Login

- Access our website: www.riverland.edu  Select: myriverland in the upper right corner
- Select: e-Services button
- Review Cancellation for Nonpayment, Drop/Add & Tuition Due Dates Policies; select “I AGREE/LOG IN”
- 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

- 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

- 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

- 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

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

Drop/Withdraw from a Course

- 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
- Select: myriverland in the upper right corner
- Select: email button
- Select Office365
- Enter your StarID followed by @go.minnstate.edu, so it looks like this: (tp6528tb@go.minnstate.edu)
- Enter your password and click "Sign In"
- Select appropriate settings and click "OK" (DO NOT select "Use the light version of Outlook Web App")

You are now ready to use your new Outlook Web App email.