



## How to Login

---

- Access our website: [www.riverland.edu](http://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](http://www.riverland.edu)
- Select: *myriverland* in the upper right corner
- Select: email button  
- Select **Office365**
- Enter your StarID followed by [@go.minnstate.edu](http://go.minnstate.edu), so it looks like this:([tp6528tb@go.minnstate.edu](mailto: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.