# Step by Step – Student Portal

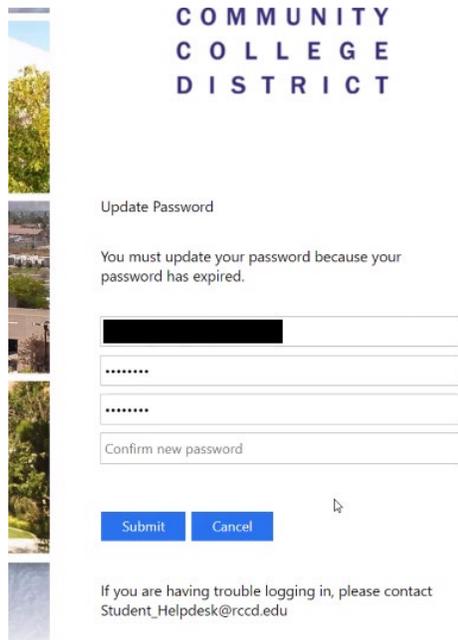1. Visit http://portal.rcc.edu/

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**



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.

4. Once your new password is created, you will need to Sign-in again using your **new** updated password. <u>Make sure to save this information!</u>

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@norcocollege.edu

# Step by Step – CANVAS

1. 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.



2. 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.

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

| 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.