

IT Survival Guide for Students

Warrior Tag*: This 7-digit number is your Warrior Tag/Student ID. Looks like OXX-XXXX

Username*: lastname firstinitial lastfourofwarriortag (Ex: smithj1234)

Password*: Complexed password for your security. Contains uppercase, lowercase, and numbers; and may contain some special characters. This password is for ALL accounts and if changed, could cause you not to be able to log in.

(Students can change their password by visiting <http://stu->

pwr.rlc.edu/default.asp. They must enroll the first time by using current username and password.) **Warriormail Email**

Address*: Username@warriormail.rlc.edu (Ex: smithj1234@warriormail.rlc.edu)

*Accounts can take up to 24 hours to be fully functional. Please allow this time before trying to log in or call Help Desk.

How to log in to Self-Service

Go to www.rlc.edu

Go to MyRLC (top right-hand corner)

Select Self-Service Login

Select View Self-Service

Use your **Warriormail Email** and **password** to sign in.

How to make a payment with Nelnet

Sign in to Self Service with your **Warriormail Email** and **password**.

Click the Finances Tab

Select Make a Payment

Create the account and verify your information.

Select the Term and Year. Follow all prompts.

How to sign in to Canvas

***You will use your Warriormail email address and password to sign into Canvas.*

Go to the www.rlc.edu website.

Under MyRLC (top right hand corner) select Canvas.

Use your **Warriormail email address** and **password** to sign in.

It will ask you to read terms and check the acknowledge box to continue.

You will now see your classes on Canvas.

Students may not be able to see their classes until the start day or until the instructor has published the course.

How to print on campus with PaperCut

When printing on campus, a popup will show up from PaperCut asking for credentials. Please use your **username** (leave off @Warriormail) and **password**.

How to access the Electronic Library

Go to www.rlc.edu website and go to Student Services at the top, then select Learning Resources.

Scroll down and select Visit Electronic Library. The A-Z Electronic Resources will be located near the bottom of the page.

When accessing articles on the Electronic Library, Select Students and use your **Warriormail Email** and **password**.

How to download Office 365

Go to MyRLC Portal (top right hand corner of the www.rlc.edu website) Scroll down to find Office 365 for Students.

Click on the "Click HERE to get started" link

Read and follow the directions. You will use your **Warriormail email address** and your **password**.

How to register for Warrior-Wireless (WIFI on campus)

When students are on campus, they can connect to the campus WIFI using their **username** and **password**. For further instructions, please visit <https://www.rlc.edu/warrior-wireless>

If you need any further assistance, you may contact the Help Desk at 618-437-5321 ext. 1259 or by email at Help-Desk@rlc.edu.

Please remember, do NOT provide sensitive information (i.e. username or password) in the email. A name, phone number, and brief description is all that should be included with the email.

Please visit <https://www.rlc.edu/it-help-desk> for current hours of operation. Any calls or emails received after hours will be responded to on the next business day.