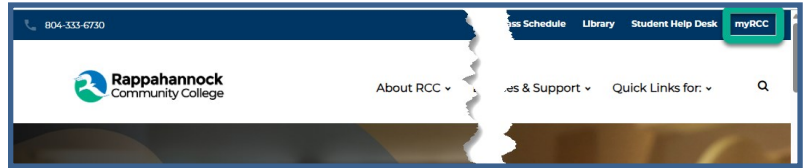


myRCC—First Time Access

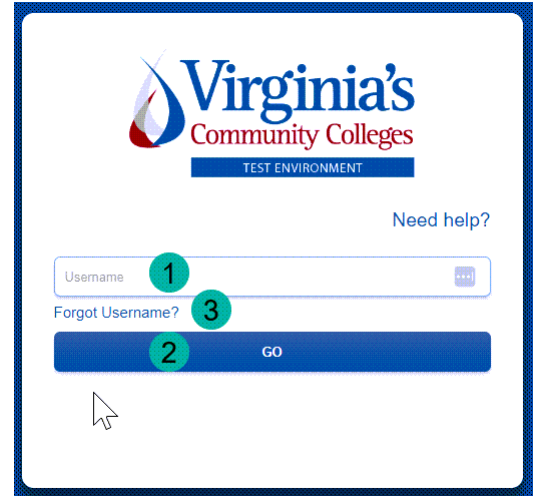
Log into myRCC

- 1) Find & Click on **myRCC** at the far Right of the Top bar.



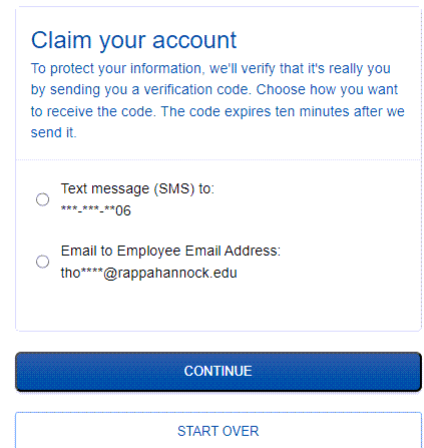
On the **Log In Screen**:

1. Type your username in the *Username* box
2. Click **GO** to continue to next step
3. Use *Forgot Username* to recover your this if you do not know it (see page 2)

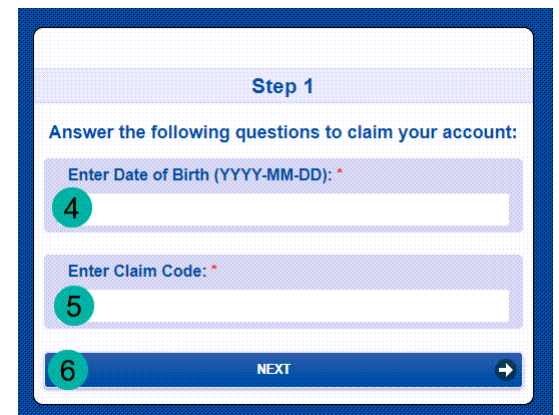


If this is your first time logging in, you will need to Claim your Account

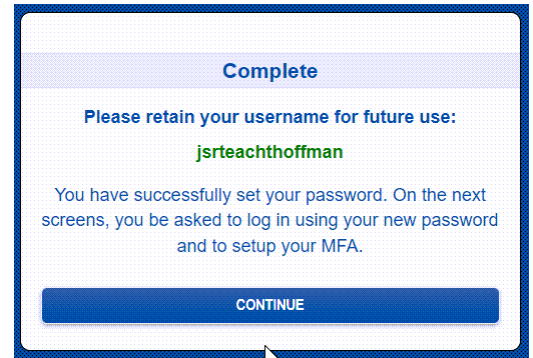
- ⇒ Select Email or Text Message—the phone or email were entered when you applied to the college
- ⇒ Click **Continue**



4. Enter your *Birthdate* in the Box when prompted—note the Format (YYYY-MM-DD)
5. Enter the *Claim Code* your received as text or email.
6. Click **Next**



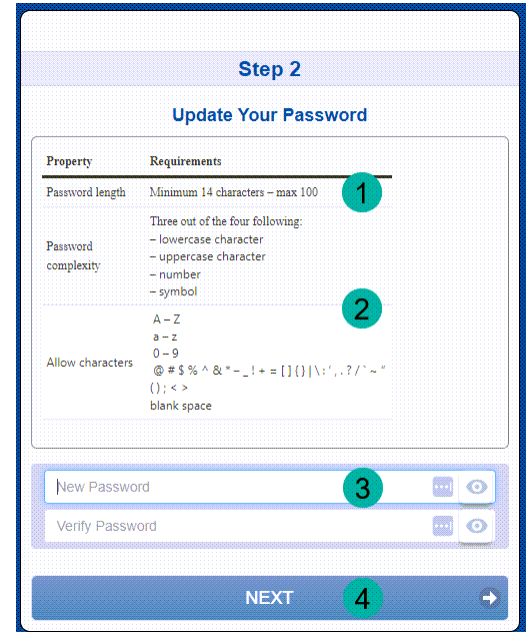
- ⇒ When you receive the Account Complete message, you can continue to log in
- ⇒ Make note of you Username
- ⇒ Click **Continue**



Set Your Password

Notice the Requirements for VCCS Passwords

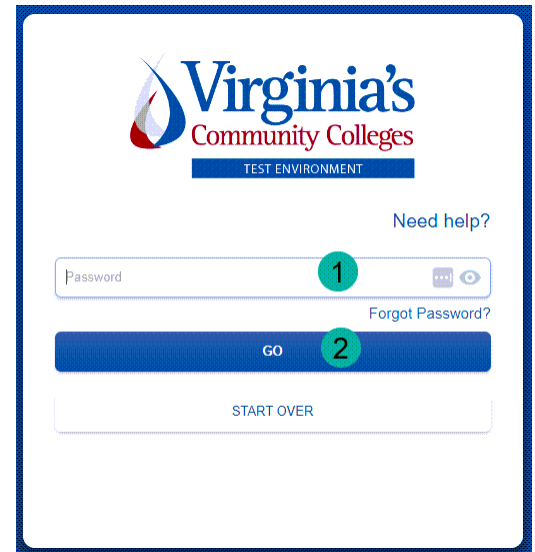
1. Must be a **minimum** of 14 characters long
2. Must have at least 3 of these 4 elements:
 - a. CAPITAL LETTERS
 - b. Lower case letters
 - c. Numbers (0-9)
 - d. Symbols !@#\$%^&*()
 - Note Symbols now can be just about any symbol on your keyboard
 - These also include Blank Spaces
3. Enter your new Password
Confirm the Password by typing it again
Note: Click the Eye icon to see the characters you are typing—by default the passwords will display as Dots.
4. Click Next to Continue



Authenticate

You may be prompted to enter your username again as before, click Go.

1. Enter your new password
2. Click **GO** to continue



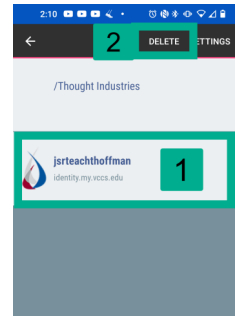
For Multi Factor Authentication Setup, continue on Page 3.

Multi Factor Authentication (MFA)

Remove Old Account

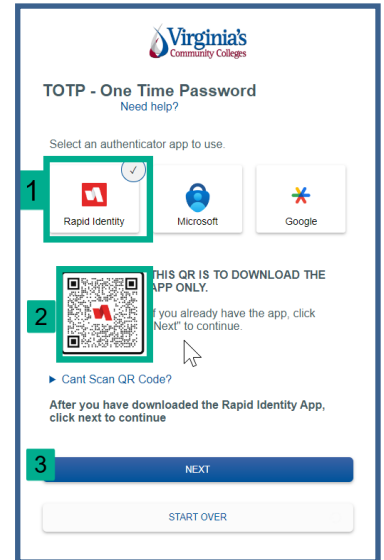
Delete your Account OUT of the Rapid Identity App—DO NOT Delete the App

1. Tap and hold Your Account tile (Android) or Tap and swipe Left (iPhone)
2. Tap Delete at the top (Android) or Select Delete (iPhone)



New MFA Activation

1. Select your Preferred MFA App
Note: Rapid Identity is already selected—you may choose another one only if you wish
2. **ONLY** Scan the QR Code if you need to install the app
3. Click **Next**



4. Scan the New QR Code to create your new MFA Account
Note the On-Screen Instructions for the App you chose in the last step
5. Click **Next**



6. On your Phone you will see a 6-digit code, changing every 30 seconds
Enter the Code in the Box on the screen
7. Check *Remember This Computer* **ONLY** if this is your **personal** computer
8. Click **GO**

