# myRCC—First Time Access

#### t Help Desk myRCC Log into myRCC Rappahannock Q About RCC es & Support + Quick Links for: 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 Need help? page 2) Usemame Forgot Username? 3 GO 2 R If this is your first time logging in, you will need to Claim your Account Claim your account To protect your information, we'll verify that it's really you ⇒ Select Email or Text Message—the phone or email were entered by sending you a verification code. Choose how you want to receive the code. The code expires ten minutes after we when you applied to the college send it $\Rightarrow$ Click **Continue** Text message (SMS) to: \*\*\*-\*\*-\*\*06 Email to Employee Email Address: tho\*\*\*\*@rappahannock.edu CONTINUE START OVER Step 1 Answer the following questions to claim your account: Enter Date of Birth (YYYY-MM-DD): \* Enter your Birthdate in the Box when prompted—note the Format (YYYY-MM-4. 4 DD) Enter Claim Code: \* Enter the Claim Code your received as text or email. 5. 5 6. Click Next NEXT

- $\Rightarrow$  When you receive the Account Compete message, you can continue to log in
- $\Rightarrow$  Make note of you Username
- $\Rightarrow$  Click **Continue**

#### Complete Please retain your username for future use: jsrteachthoffman You have successfully set your password. On the next screens, you be asked to log in using your new password and to setup your MFA. 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
- 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.

Step 2					
Update Your Password					
Property	Requirements				
Password length	Minimum 14 characters - max 100				
Password complexity	Three out of the four following: – lowercase character – uppercase character – number – symbol				
Allow characters	A - Z a - z 0 - 9 @ # \$ % ^ & *! + = [] {}  \:', .?/`~" (): <> blank space				
New Passwoi	rd 🔹				
Verify Passwo	ord				
	NEXT				
	N=A1 (4				

<i>i</i>	Commun TEST EN	ity Coll	a's eges
			Need help?
Password		1	0
		_	Forgot Password?
	GO	2	
	START OV	ER	



# **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

- 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

- 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



