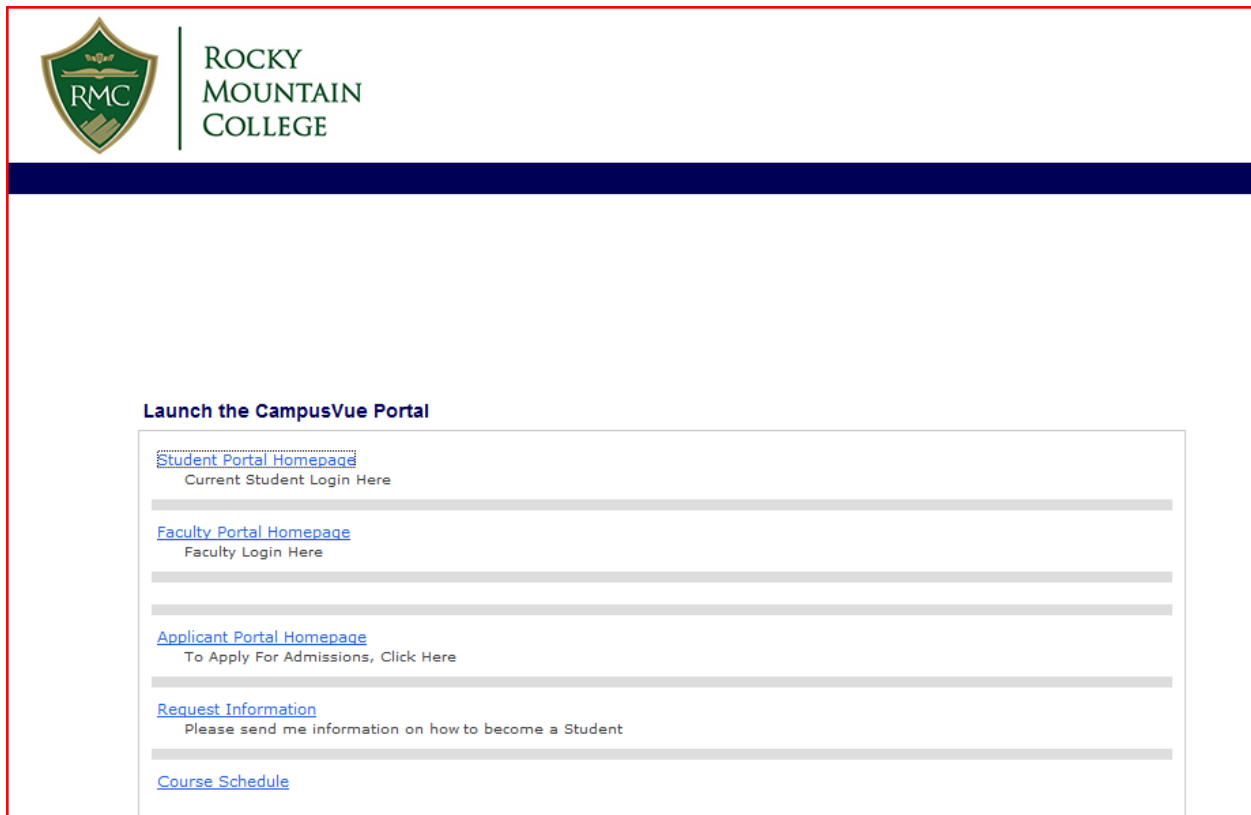


Student Portal Instructions

Point your Internet Explorer Browser to the following URL:

<https://campusportal.rocky.edu/>



The screenshot shows the Rocky Mountain College (RMC) CampusVue Portal homepage. At the top left is the RMC logo, a green shield with a gold border and the letters 'RMC' inside. To the right of the logo, the text 'ROCKY MOUNTAIN COLLEGE' is displayed in a serif font. Below the logo and text is a dark blue horizontal bar. The main content area is white and contains a section titled 'Launch the CampusVue Portal'. This section lists five links, each with a description and a horizontal line below it:

- [Student Portal Homepage](#)
Current Student Login Here
- [Faculty Portal Homepage](#)
Faculty Login Here
- [Applicant Portal Homepage](#)
To Apply For Admissions, Click Here
- [Request Information](#)
Please send me information on how to become a Student
- [Course Schedule](#)

Click on Student Portal Homepage



ROCKY
MOUNTAIN
COLLEGE

Login

Required Field*

Please Login

Username*

Password*

Password is case sensitive

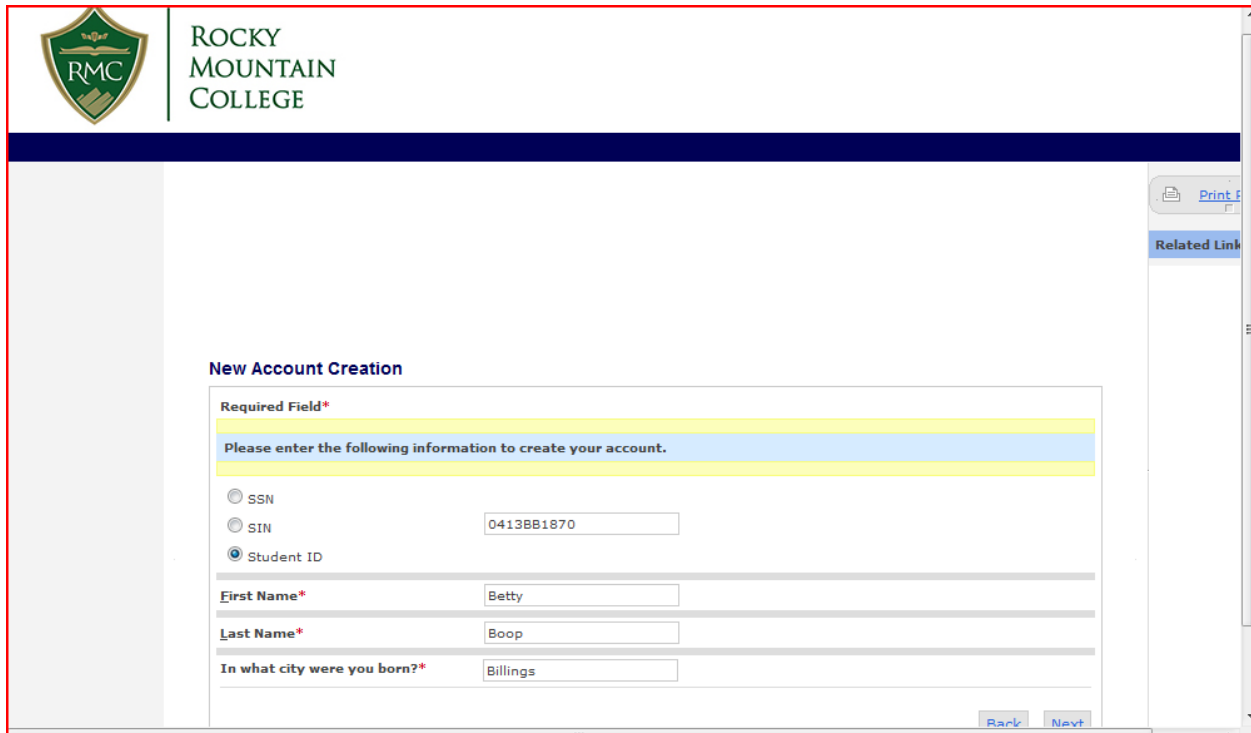
[Create a New Account](#)

[Forgot your password?](#)

Login

From there click on the Create a New Account link:

You will be prompted to enter your Social Security Number (SSN), Social Identification Number (SIN) or Student ID number, along with your first and last names. You must enter your name as it appears in the RMC records (no nicknames). You must also answer the Security Question, 'In what city were you born?' Once you have done this, click on the 'Next' button.



The screenshot shows the 'New Account Creation' form for Rocky Mountain College. The form is titled 'New Account Creation' and includes a 'Required Field*' section with a yellow background. Below this, a blue bar contains the instruction: 'Please enter the following information to create your account.' The form contains several input fields: a radio button for 'SSN', a radio button for 'SIN' with a text box containing '0413BB1870', a radio button for 'Student ID' which is selected, a text box for 'First Name*' containing 'Betty', a text box for 'Last Name*' containing 'Boop', and a text box for 'In what city were you born?*' containing 'Billings'. At the bottom right of the form are 'Back' and 'Next' buttons. The top left of the page features the Rocky Mountain College logo and name. On the right side, there are links for 'Print' and 'Related Link'.

ROCKY MOUNTAIN COLLEGE

New Account Creation

Required Field*

Please enter the following information to create your account.

SSN

SIN 0413BB1870

Student ID

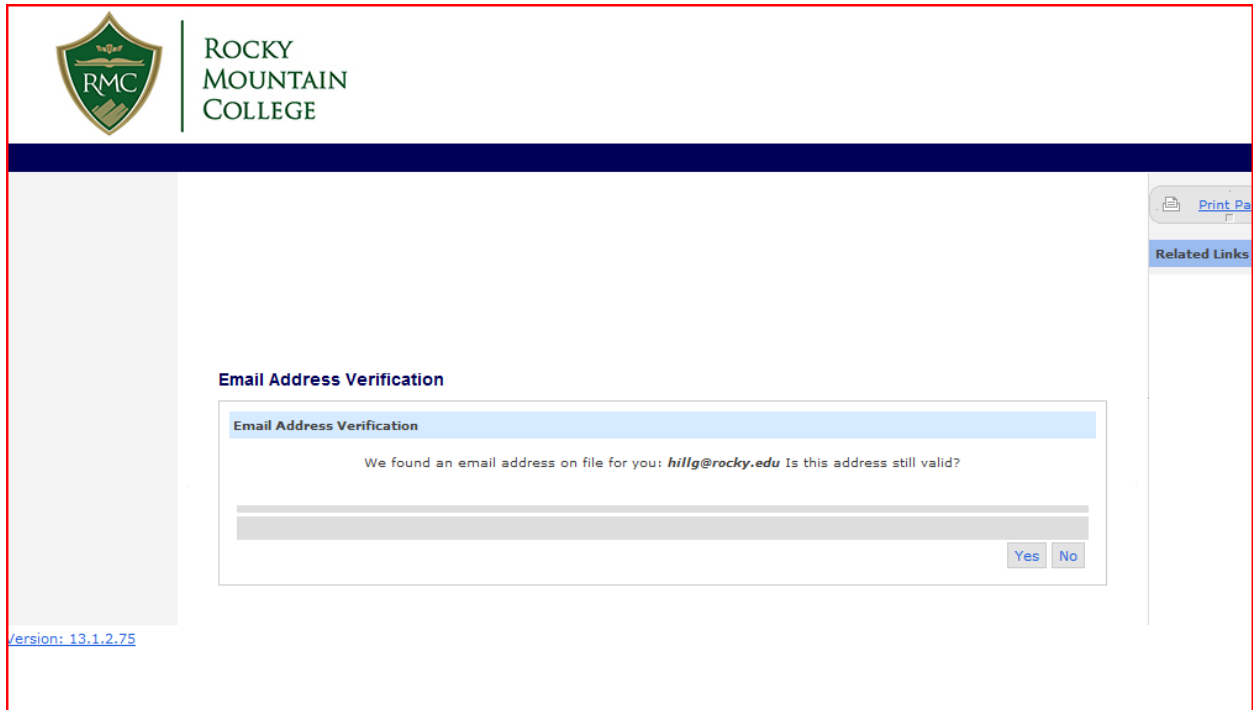
First Name* Betty

Last Name* Boop

In what city were you born?* Billings

Back Next

If the system find your record in the database, it will display the email address on file for you. If the email is correct, click on the “Yes” button:



The screenshot displays the Rocky Mountain College (RMC) website interface. At the top left is the RMC logo, a green shield with a gold border containing the letters 'RMC'. To its right, the text 'ROCKY MOUNTAIN COLLEGE' is displayed in a serif font. A dark blue horizontal bar spans the width of the page below the header. On the right side, there is a 'Print Page' icon and a 'Related Links' section. The main content area features a section titled 'Email Address Verification'. Below this title is a light blue header bar with the text 'Email Address Verification'. The main text of the form reads: 'We found an email address on file for you: *hillg@rocky.edu* Is this address still valid?'. Below this text is a large, empty rectangular input field. At the bottom right of the form are two buttons: 'Yes' and 'No'. In the bottom left corner of the page, the text 'Version: 13.1.2.75' is visible.

The system will generate your username and you will then be prompted to enter a password (note – if you no longer have access to the email address on file, you must contact the Student Record's Office to have them change it in the database. For security reasons, you cannot change this on your own or add one if you don't have an email on file).

Enter your password and hit the 'Submit' button:

ROCKY MOUNTAIN COLLEGE

Login Information

Required Field*

Login Information

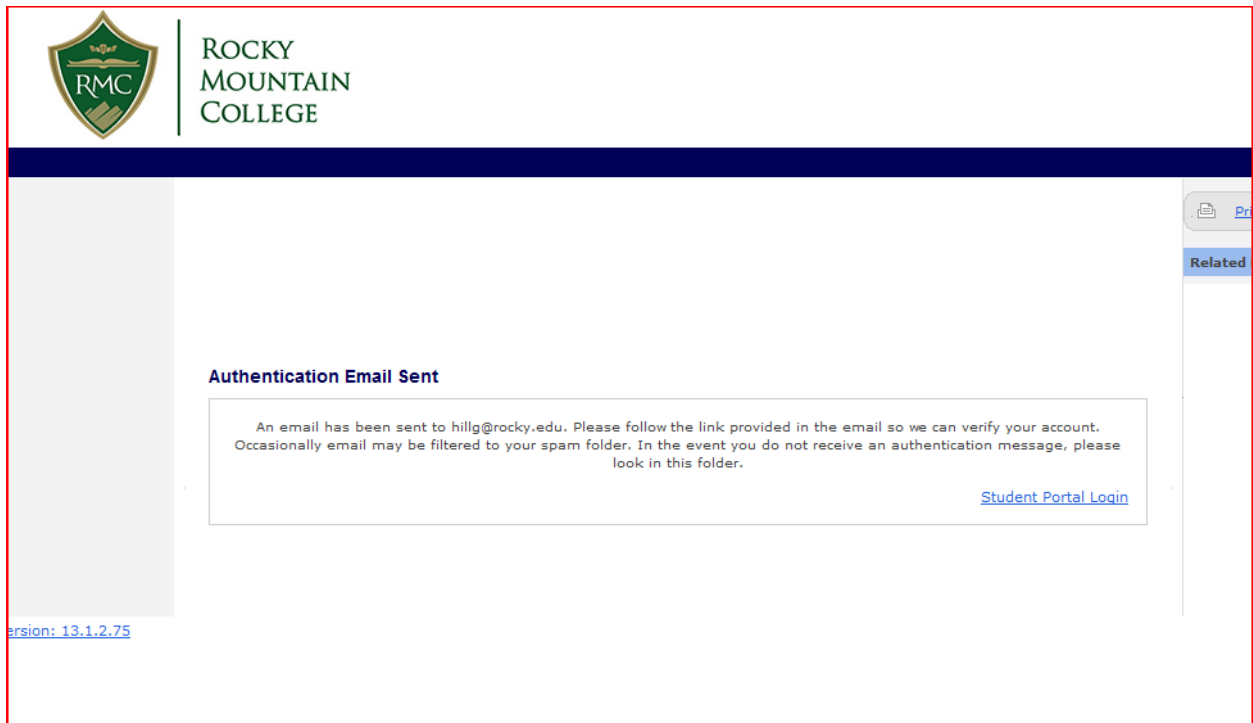
Your student record was successfully located. Please enter a username and password.

You username is:*


Password*

Confirm Password*

The system will then send an authentication email to the email address on file:



The screenshot shows an email interface with the Rocky Mountain College logo and name at the top left. The main content area features a heading "Authentication Email Sent" followed by a message box containing instructions to check the email at hillg@rocky.edu and a link to the Student Portal Login. A "Related" sidebar is visible on the right, and a version number "ersion: 13.1.2.75" is located at the bottom left.

 ROCKY MOUNTAIN COLLEGE

Authentication Email Sent

An email has been sent to hillg@rocky.edu. Please follow the link provided in the email so we can verify your account. Occasionally email may be filtered to your spam folder. In the event you do not receive an authentication message, please look in this folder.

[Student Portal Login](#)

ersion: 13.1.2.75

Related

Check your email for an email from registrar@rocky.edu. Open up that email and click on the link to authenticate your account. Once you do this you will be able to login to the Student Portal.

The screenshot shows the Outlook Express interface. The main pane displays a list of emails in the inbox. The selected email is from registrar@rocky.edu with the subject "Here are your login credentials". The email body contains the following text:

From: registrar@rocky.edu To: jdmriner@hotmail.com
Subject: Here are your login credentials

Dear Marcia Clark,

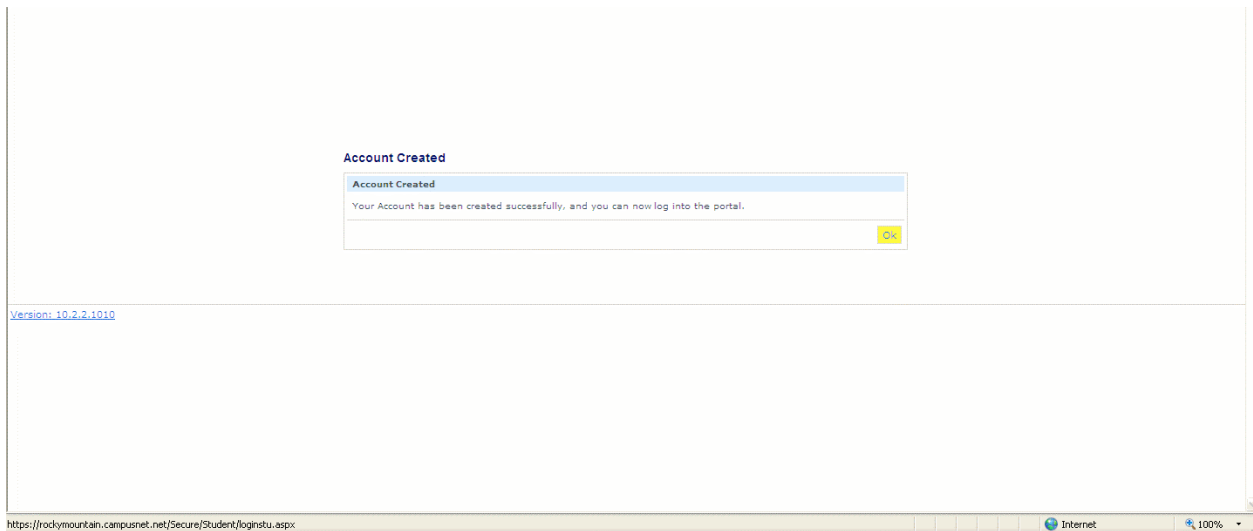
Please click on the link below to authenticate your account:

<https://rockymountain.campusnet.net/Login/CreateLogin.aspx?AuthCode=0151f3c4-907d-4e96-827b-d06046ab18b7>

In the event that you get an error message, please contact the Registrar's Office.


The URL <https://rockymountain.campusnet.net/Login/CreateLogin.aspx?AuthCode=0151f3c4-907d-4e96-827b-d06046ab18b7> is repeated at the bottom of the screenshot.

This will pop-up a new Internet Explorer browser (make sure that you allow pop-ups from this site). The on screen message will confirm that your account has been created and that you may now login to the Student Portal



Click on the 'OK' button

Once you click on the 'OK' button your browser will reload to the Student Portal login screen. Enter your username and password and click on the 'Login' button:



ROCKY
MOUNTAIN
COLLEGE

Login

Required Field*

Please Login

Username*

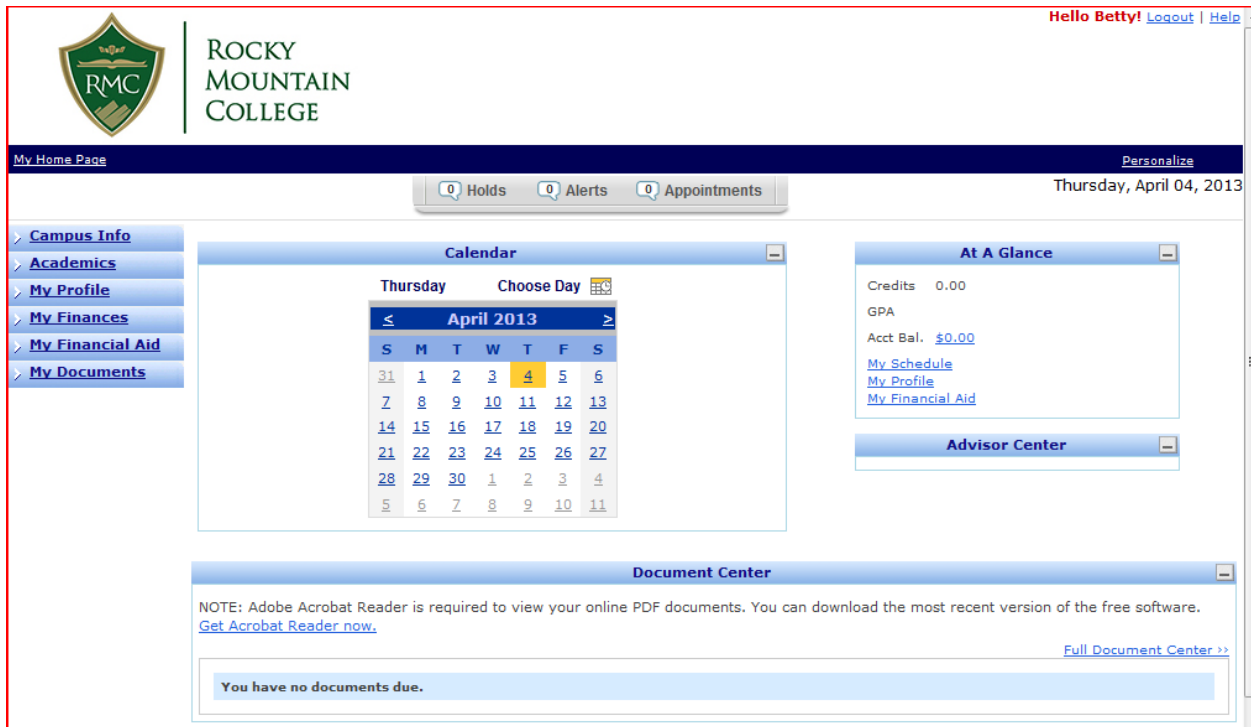
Password* Password is case sensitive

[Create a New Account](#)

[Forgot your password?](#)

The site may not function properly if you are using a non-supported browser. Recommended browsers with minimum supported browser versions:

You now have access to the Student Portal!



The screenshot shows the Rocky Mountain College Student Portal. At the top left is the RMC logo. To its right is the text "ROCKY MOUNTAIN COLLEGE". In the top right corner, it says "Hello Betty! Logout | Help". Below this is a dark blue navigation bar with "My Home Page" on the left and "Personalize" on the right. Underneath are three notification buttons: "0 Holds", "0 Alerts", and "0 Appointments". The date "Thursday, April 04, 2013" is displayed on the right. A left-hand menu contains links for "Campus Info", "Academics", "My Profile", "My Finances", "My Financial Aid", and "My Documents". The main content area features a "Calendar" widget for April 2013, with the 4th of April highlighted. To the right of the calendar is an "At A Glance" widget showing "Credits 0.00", "GPA", and "Acct Bal. \$0.00", with links for "My Schedule", "My Profile", and "My Financial Aid". Below these is an "Advisor Center" widget. At the bottom is a "Document Center" widget with a note about Adobe Acrobat Reader and a link to "Full Document Center >>". A blue box at the bottom of the Document Center states "You have no documents due."

Rocky Mountain College

My Home Page Personalize

0 Holds 0 Alerts 0 Appointments Thursday, April 04, 2013

Campus Info
Academics
My Profile
My Finances
My Financial Aid
My Documents

Calendar

Thursday Choose Day

April 2013						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

At A Glance

Credits 0.00
GPA
Acct Bal. \$0.00
[My Schedule](#)
[My Profile](#)
[My Financial Aid](#)

Advisor Center

Document Center

NOTE: Adobe Acrobat Reader is required to view your online PDF documents. You can download the most recent version of the free software. [Get Acrobat Reader now.](#)

[Full Document Center >>](#)

You have no documents due.