



# Primary Campus Accounts




Campus Access Card	
	You will use the Campus Access Card for campus building access and for a variety of on- and off-campus services. For a complete description of available services, please visit the Campus Card Office website. NOTE: The lower left hand corner of this card indicates your RIN (Rensselaer Identification Number).
	To obtain your Campus Access Card, go to the Campus Card Office in the Rensselaer Union, Room 1502. Bring legal photo identification that includes your full legal name and date of birth (example of legal identification: driver's license or passport) plus you need to bring your RIN assigned by Rensselaer. If you have had a previous card with Rensselaer you must bring your last issued card with you to avoid a replacement fee.
	For assistance, contact the Campus Card Office at 276-6670 or <a href="mailto:campuscard@rpi.edu">campuscard@rpi.edu</a> <ul style="list-style-type: none"> <li>• <a href="http://campuscard.rpi.edu/">http://campuscard.rpi.edu/</a></li> <li>• Rensselaer Union, Room 1502 • Monday – Friday from 8:30 am - 4:00 pm</li> </ul>

RIN (Rensselaer Identification Number)	
	You will use your RIN to access the SIS (Student Information System). The RIN is a nine digit number beginning with 66.
	To locate your RIN, see the bottom, left-hand corner of your Campus Access Card. The RIN is also listed on the Graduate Enrollment Checklist (enclosed with your admissions letter). In addition, international students can see their RIN listed on the documentation that accompanies the I-20.

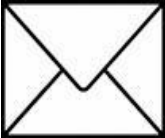


RCS (Rensselaer Computing System) Account	
Example: smithj58	You will use your RCS Account to access the campus network including printers, Internet, email, and RPI LMS (Learning Management System). Your RCS UserID will be the first five letters of your last name followed by the first letter of your first name; however, if this sequence is already in use, one or two digits will follow.
	To retrieve your RCS User ID and activate your RCS Account, go to the Voorhees Computing Center (VCC) and bring your Campus Access Card; or, email your request to <a href="mailto:consult@rpi.edu">consult@rpi.edu</a> including your full name and RIN. They will respond, providing a 16 digit PIN and instructions on retrieving your RCS UserID and temporary password.
	For assistance, contact the Computing Helpdesk at 276-7777 or <a href="mailto:consult@rpi.edu">consult@rpi.edu</a> <ul style="list-style-type: none"> <li>• <a href="http://dotcio.rpi.edu/support/helpdesk">http://dotcio.rpi.edu/support/helpdesk</a></li> <li>• Voorhees Computing Center</li> <li>• Monday –Thursday from 8:30 am – 5:00 pm; Friday from 8:30 am – 4:00 pm</li> </ul>






## SIS (Student Information System) Account

	<p>You will use this self-service system to maintain many of your personal records, such as registration information, financial aid information, etc. NOTE: The RPIAlert System uses information from this account to notify the campus of emergency situations. If you change your contact information, please update this account immediately.</p>
	<p>To access your SIS Account, visit <a href="http://sis.rpi.edu/">http://sis.rpi.edu/</a>. In the UserID field, enter your RIN (not your RCS UserID). In the PIN field, enter your date of birth (MMDDYY). Once in your account, you should create a new password.</p>
	<p>For assistance, contact the Registrar's Office at 276-6231 or <a href="mailto:registrar@rpi.edu">registrar@rpi.edu</a></p> <ul style="list-style-type: none"> <li>• In the subject line, type: ID PROBLEM</li> <li>• In the body of the email, include your RIN</li> </ul>

## Email

	<p>Registered students have email accounts in the form of 'RCS userid'@rpi.edu (e.g. <a href="mailto:smithj58@rpi.edu">smithj58@rpi.edu</a>). You can use any client you like to check your RPI email, or our webmail client. Important notices are sent via email, so please check this regularly.</p>
	<p>To access your Webmail account, visit <a href="https://webmail.rpi.edu">https://webmail.rpi.edu</a>. In the RCS ID field, enter your RCS UserID. In the Password field, enter your RCS password. NOTE: Never share your password. RPI will never ask you to reveal your password via email or by phone.</p>
	<p>For assistance, contact the Computing Helpdesk at 276-7777 or the Postmaster at <a href="mailto:postmaster@rpi.edu">postmaster@rpi.edu</a></p> <ul style="list-style-type: none"> <li>• <a href="http://dotcio.rpi.edu/support/helpdesk">http://dotcio.rpi.edu/support/helpdesk</a></li> </ul>

## LMS (Learning Management System) Account

 <b>Course Content</b>	<p>You may use the RPI LMS to access course communications, announcements, resources, etc. Your instructor may or may not use this service. The LMS is sometimes referred to as Blackboard, which is the current LMS product used by RPI.</p>
	<p>To access your LMS Account, visit <a href="https://lms.rpi.edu">https://lms.rpi.edu</a>. In the RCS ID field, enter your RCS UserID (e.g. smithj58). In the Password field, enter your RCS password.</p>
	<p>For assistance, contact the LMS Consultants by submitting a Trouble Report at <a href="http://www.rpi.edu/dept/arc/rpilms/web/forms/rpilmsprobrpt.html">http://www.rpi.edu/dept/arc/rpilms/web/forms/rpilmsprobrpt.html</a></p> <ul style="list-style-type: none"> <li>• FAQ is available at: <a href="http://lmssupport.rpi.edu">http://lmssupport.rpi.edu</a></li> </ul>