PeopleSoft
MyRIC Portal
Sign In Guide

The information contained herein is intended to be used solely by staff/students of Rhode Island College

Please call the MIS Helpdesk for assistance at 456-9873
Go to Rhode Island College’s home page:  www.ric.edu
Click on MyRIC Online Services link to connect to MyRIC Portal.

You will be prompted to enter your MyRIC credentials
Welcome to

MyRIC.

The MyRIC portal is a single access point to all Rhode Island College online services. MyRIC offers Rhode Island College students, faculty and staff secure, personalized and convenient access to PeopleSoft (formerly RICconnect), Webmail, Blackboard, EMS and more. Please take the time to become familiar with the portal and all of the features it has to offer, and look for enhancements in the future.

The use of this system is restricted to authorized Rhode Island College users. Unauthorized use of this system is prohibited and violators will be prosecuted. Your account will be locked after 5 unsuccessful tries.

Help Topics
- Sign-in guide
- MyRIC printing guide
- Downloading Class Roster
- Sign up for RICAlert for emergency notifications
- View paycheck online (faculty/staff)
- Information for department chairs
- Print College Requisitions
- Clearing your browser cache

Announcements
Rhode Island College announces the addition of Frequently Asked Questions (FAQs) to MyRIC!

MyRIC offers students, faculty, and staff an easy and convenient way to access Rhode Island College computing resources including Webmail, Blackboard, PeopleSoft, and all of the features formerly available in the RICconnect system. The FAQs, available in tabs labelled “Student FAQs” or “Fac/Staff FAQs,” offer answers to RIC’s most frequently asked technology questions.

If you have questions or need assistance, please contact the HelpDesk at 455-8803 (helpdesk@ric.edu).

Guest Access
- Search for classes
- Browse the course catalog
- View the academic calendar

For New Non Degree, Visiting, or Returning Students
If you have never taken courses at the College before you can create an account online. If it has been three semesters or more since you have been enrolled, you need to call the records office at 455-8213 so that we can either enter your information into the system or update your record.

Enter your User Id
Enter your Password
Click on LOGIN or press the Enter key
If you’re a student select the ‘Student’ tab.

If you’re Faculty select the ‘Faculty’ tab.
If you’re Staff select the ‘Staff/Admin’ tab.

**The Student FAQs tab or the FacStaff FAQs tab provides a list of important guidelines related to your role at the college.**
Please sign off and close the internet browser at completion of work