Welcome to New Student Orientation
Winter 2019
PART ONE: Access to important resources

1. TheLoop
2. Student ID
3. RDC email – Microsoft Online Login
4. BlackBoard
5. Online Services (Registration) Pay tuition/Fees online
PART TWO: Services

1. TheLoop: Sidebar
2. WiFi Access
3. Find textbooks for your courses
4. Parking
5. Ellucian GO
6. Online Get Connected (rdc.ab.ca/getconnected)
1. Student ID
2. RDC email
3. BlackBoard
4. Online Services
   a. Registration
   b. Add/Drop courses
   c. Display Schedule
   d. Textbooks
RDC Library empowers learners to connect, collaborate, and create.

Find out everything you need to know about our RDC Library.

Learn More
User Name: can be found on your RDC Letter of Acceptance or RDC Billing statement. It is the initial of your first name followed by your surname. E.g. Tony Stark = tstark

Password: Your birthday in the format YYYYMmmDD. E.g. 1999Feb10
The first time you login you will be asked to:

- Change your password
- Enter a recovery non-rdc email address.

If you get locked out of your account or forget your password and you have not set up a recovery email then assistance from either IT or Library staff is required.
What does my **username and password** give me access to?

- TheLoop
- Campus computers
- Campus wifi
- BlackBoard
- H Drive: use to save your work

**NOTE:** Save your work to your H network drive, O365 Onedrive or Google Drive and not to the desktop of RDC computers.
Student ID and RDC email:
• Top left corner of the page.
All RDC correspondence is sent to your RDC email account.

If you do not plan on using your RDC email forward it to the email you access regularly or you will miss important emails.
RDC Email

- **Sign in:** RDC email
- **Password:** RDC password

- Your email appears below your name on the top left hand side of TheLoop
- Password is the same password used to access TheLoop
Microsoft

Sign in

firstname.lastname@rdc.ab.ca

No account? Create one!

Can't access your account?

Back  Next
The first time you login to your RDC email (outlook) account you need to select:

- **Language**
- **Time Zone (Mountain Time)**
Forwarding your RDC email to personal email.
1. Options > Mail

2. Accounts > Forwarding

Forwarding your RDC email to personal email.
Forwarding your RDC email to personal email.
What does BlackBoard give me access to?

- Messages
- Announcements
- Courses
- Tech Guide – Help with BlackBoard & BB Student
- Student Feedback Instruments (SFI)
If courses do not appear under **My Courses** don’t panic. Your instructors may not have loaded them yet.
What does Online Services give me access to?

• **Registration**: Add/Drop courses*; Student Schedule
• **Student Records**
• **Applications**: Change of Program
• **Tax Forms**

*E-Learning & Health Care Mgmt Post Diploma Certificates: must speak with an Advisor before adding/dropping classes.
Registration: Add or Drop classes; Student Detail Schedule, Concise Student Schedule …
Textbooks

- To find out what textbooks are required for your courses, access the Concise Student Schedule and print it off.

Online Services: Textbooks

Applications
- If you are a current student and want to change your program for the next term, submit a Change of Program application. If you require assistance, please email webadmissions@rdc.ab.ca.
- Apply for Awards. If you require assistance, please email financialaid@rdc.ab.ca.

Registration
- Add or drop classes. Display your class schedule. If you require assistance, please email Bannerwebhelp@rdc.ab.ca or refer to the web registration instructions.

Student Records
- Pay your account balance, review your charges and payments, view your holds, display your grades and transcripts, request official transcripts to be mailed.

Canadian Tax Forms
- T2202A forms available online. Please email your inquiries to Cashier@rdc.ab.ca.
Online Services: Textbooks

Registration Term

Select a Term: Winter 2019

Submit
Make note of the following information:

- Department
- Course
- Section

Required to search for textbooks for your courses.
Course Column: write down the information for one of your courses.
E.g. EDUC 250 B

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Title</th>
<th>Campus</th>
<th>Credits</th>
<th>Level</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>1262</td>
<td>EDUC 250 B</td>
<td>Contexts of Education</td>
<td>Main</td>
<td>3.000</td>
<td>CR</td>
<td>Sep 05, 2018</td>
<td>Dec 05, 2018</td>
<td>WF</td>
<td>9:30 am - 10:50 am</td>
<td>Main Building 913A</td>
<td>Galloway</td>
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<tr>
<td>1349</td>
<td>ENGL 219 Y</td>
<td>Essay Compos &amp; Critical Read</td>
<td>Main</td>
<td>3.000</td>
<td>CR</td>
<td>Sep 05, 2018</td>
<td>Dec 05, 2018</td>
<td>WF</td>
<td>8:00 am - 9:20 am</td>
<td>Main Building 2505</td>
<td>McLaughlin</td>
</tr>
</tbody>
</table>
The room number for your classroom is located under the **Location** column and **not** the **CRN** (course number) column.
RDC Tech Breakout Session

PART TWO: Services

1. TheLoop: Sidebar
2. Campus Store - textbooks
3. IT Services & WiFi Access
4. Ellucian GO
5. iCard
6. Parking
7. Online Get Connected (rdc.ab.ca/getconnected)
Campus Store
If the link doesn’t work type the url in a web browser:
https://www.bkstr.com/redderstore/home/en
Services: Campus Store

Books > Textbooks & Course Materials
• **Program** = ALL
• **Term** = Winter 2019
• **Division** = Red Deer College
• **Department** = e.g. Chemistry, Acct, Biol
• **Course** = course number
• **Section** = number or letter

Student Specific
Did you know the Campus Store?

- Provides price matching for course materials?
- Rents textbooks
- Sells used textbooks
Services: Campus Store

Did you know the Library … ?

• has introductory level textbooks in some subject areas which can be borrowed for short-term use.

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Course Code</th>
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<tbody>
<tr>
<td>ANTH 200</td>
<td>BUS 201</td>
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<tr>
<td>EDUC 250</td>
<td>ENGG 230</td>
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<tr>
<td>GET 111</td>
<td>PHYS 075</td>
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<tr>
<td>SOCI 260</td>
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<tr>
<td>ART 201</td>
<td>CHEM 211</td>
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<tr>
<td>ELCC 201</td>
<td>ENGL 095</td>
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<td>HSCI 105</td>
<td>PHYS 205</td>
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<td>STAT 251</td>
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<td>COMM 150</td>
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<td>ELCC 215</td>
<td>ENGL 219</td>
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<td>JUST 100</td>
<td>POLI 201</td>
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<td>BIOL 217</td>
<td>ECON 201</td>
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<td>ENCP 200</td>
<td>ENGL 220</td>
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<tr>
<td>KNSS 204</td>
<td>PSYC 260</td>
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</table>
IT Services

Student Help

Accounts | Passwords

- How Do I Setup a Password Recovery Email?
- How Do I Recover My Password?
- How Do I Change My Student Password?
- How Do I Change My Password Recovery Email?
- How Do I Access the Password Reset Tools?

Printing

- Where can I print?
- Mobile Printing Service

Manage My Account

Blackboard

- Student Help
- Blackboard
- Staff Help
- Office 365 Help
- Self-Service
- Records Management & FOIP
- About

Contact Us

Phone: 403.342.3580
Email: servicedesk@rdc.ab.ca
Location: 814

Hours of Operation:
Monday - Friday
WiFi Access

- Navigate to your device's Wi-Fi settings
- Choose **RDC-Open** (not RDCGuest)
- Sign in: use **RDC username** and **password**

**Note:** You can register up to 5 devices
Stay connected to RDC

- Academic Schedule
- Class Schedule
- Grades
- RDC email
Icard, Parking and Get Connected

**iCard**

Can be obtained in-person at the **Cashier’s Office** OR you can load your own picture. Visit **iCard** website for more information.

Monday–Friday 8:30 am – 4:30 pm

**Parking**

Can purchase parking online: [www.rdc.ab.ca/parking](http://www.rdc.ab.ca/parking)

**Get Connected**

Get connected with RDC’s student services: [rdc.ab.ca/getconnected](http://rdc.ab.ca/getconnected)