

## Login Information



Your StarID and your StarID password is used to login to on campus computers, email, D2L, and eservices.

Before you can use your StarID you will need to activate it. Go to <https://starid.mnscu.edu/> to activate your StarID, change your password and manage your profile.

## Email Information

All students have been assigned an e-mail account. Many important e-mails are sent to students from college faculty and staff. It is recommended that you check your e-mail often. To check your email go to the Ridgewater website [www.ridgewater.edu](http://www.ridgewater.edu). On the left side of the website, click email. Your login name is your StarID and the password you set when you activated your StarID.

## Saving Your Work

**DO NOT** save your work to the desktop or the C: drive of the computer. You should either save your work to your network space or to some type of external media device like a flash drive, particularly if you are working on something at school and at home.

Your network space is on the H: drive or the Sky drive. You should look for the drive with your username on it. If you save your document to the network space, you will be able to access it from anywhere on campus.

## Desire2Learn (D2L)

Many instructors use this web-based program for posting grades and lecture notes.

1. Go to: [www.ridgewater.edu](http://www.ridgewater.edu) and click on the student portal at the top.
2. Click on Desire2Learn under my Logins at the right.
3. Open a browser.
4. Your login is the same as your computer access. Your username is your last name and the first 3 letters of your first name.
5. Your password is your student ID number.

## Log Off Computers

It is extremely important to log off when you are finished using the computer. If you do not log off, others could use your account to do malicious activities which would be traced back to you. Examples would be:

- Someone accessing your network space allowing them to delete your files.
- If your e-mail is left open, someone could send an e-mail and it would look like you sent it.

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Your StarID and password are required to access eServices on the Ridgewater website at [www.ridgewater.edu](http://www.ridgewater.edu). Click on Student portal at the top and then the eServices under my logins. Student eServices allows the student access to your student record. This includes:



## 1. Courses & Registration

- a. Course Search – Students can search for courses in the current semester or upcoming semester. Clicking on a specific course will also give you the course description and other specific requirements for each course.
- b. Register (Quick Add) – This screen allows you to quickly register using course ID numbers.
- c. View/Modify Class Schedule – Clicking here shows your detailed course schedule. Clicking on an individual course allows you the option of dropping the course or changing the grading method.
- d. Check Holds – This allows you to check if you have a hold that will prevent you from registering.
- e. Registration Window – This tells you the exact day and time that your registration window will be open.
- f. Course Cart – Courses can be placed in your course cart before your registration window opens. Once your window is open, just click on the courses you wish to register for.

## 2. Grades and Transcripts

- a. Semester Grade Report – Grades are not mailed out. Students need to check here to view their semester grades.
- b. Unofficial Transcript (Academic Record) – Print an unofficial copy of your entire academic record at any time.
- c. Interactive Degree Audit (DARS) – DARS is your program plan. Check here to make sure you are meeting all your graduation requirements.

## 3. Financial Aid

- a. Status – Check the status of your financial aid application.
- b. Awards – Check your possible awards.
- c. Award Letter – See a copy of your actual award letter.

## 4. Bills and Payment

- a. Balance Due by Term – View your account balance by semester. Invoices are not mailed out. You need to check this to find out your tuition bill.
- b. Full Account Detail – View a historical listing of all charges and payments.

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