# CCP New Student Access Procedures

Note: Your Rhodes State College canvas and email and STARS accounts use the same username and password. You MUST follow these MFA (Multi-Factor Authentication) steps before you will be given access to these accounts.

Multi-Factor Authentication Steps (MFA) for New Students

1. Start by going to **www.rhodesstate.edu**

2. Click on the **MYRHODES** link at the top of the screen.

3. From there choose to **Enter the Student Portal**

4. From the menu list, choose **Email**

5. You will see the following window.
   You must enter your entire Rhodes State College email address.
   For example: If your user name is **Smith.ra**
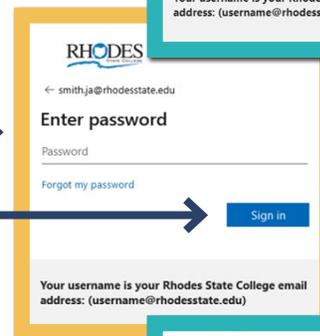   you must enter **Smith.ra@RhodesState.edu**
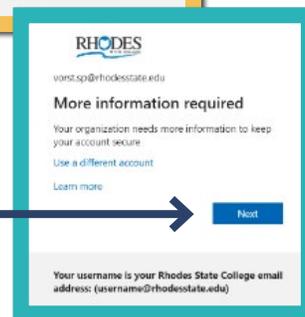
   Then click the **NEXT** button
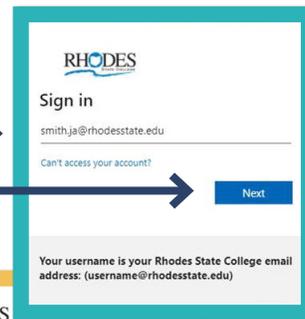
6. You will then be prompted for your password
   as shown here:

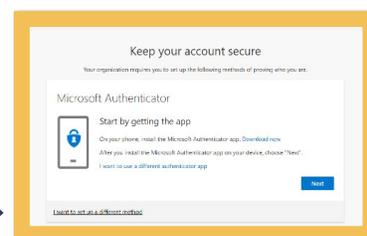   Enter **Go2Rhodes** as your password.

   Click **Sign In.**

7. When you see the following window, click **NEXT.**

8. You will be presented with the following window.
   At the bottom of the screen, choose:
   **I want to set up a different method**

9. **You must then enter a cell phone number that the authenticating software can use in order to send you a verification code that will be needed every time you log into your email or Canvas or STARS accounts.**

Choose the option of **Phone.**
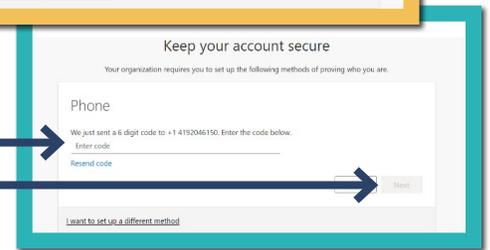Then choose **Confirm.**
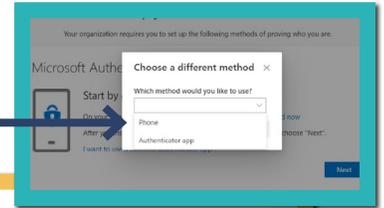
10. You must then **type your cell phone number** and choose **Text me a code.**

Then **click Next.**
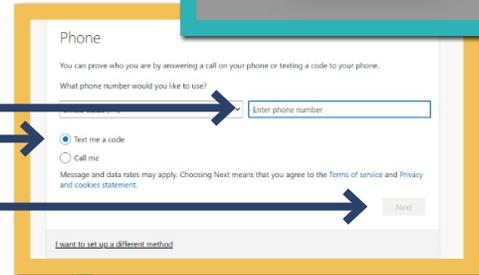
11. A verification code will then be sent to your cell phone. **Enter that code in the window shown.**
Then click **NEXT.**
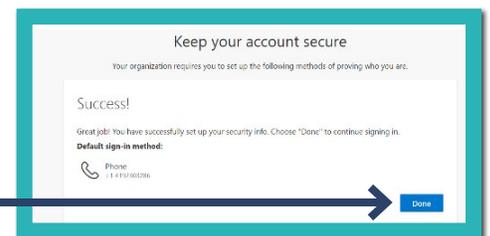
12. You will get the following confirmation that your cell phone was registered successfully.

Click **NEXT.**

13. When you see this SUCCESS prompt, click **DONE.**

14. You will then be prompted to select language and time zone. Choose **English** and a time zone **(UTC 5:00) Eastern Time (US & Canada).**
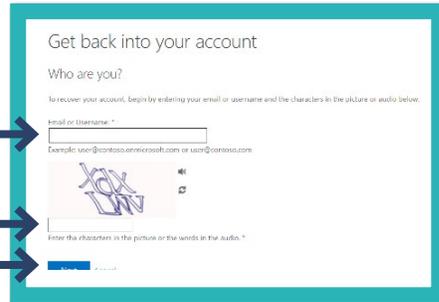
Then click **Save.**

15. Your email window will open.

Password Management Steps for New Students

Your password will expire every 180 days. Follow these instructions to change your password before it expires.

1. Be sure to **OPEN A NEW TAB** and start by going to **www.rhodesstate.edu**

2. Click on the **MYRHODES** link at the top of the screen.

3. From there choose to **Enter the Student Portal**

4. From the menu list, choose **Password Management**

5. On the following screen:
   enter your full username (including @RhodesState.edu)

   Repeat the code shown.
   Then click **NEXT.**

6. The following verification step will require you to:
   enter your cell phone number
   then click the **TEXT** button.

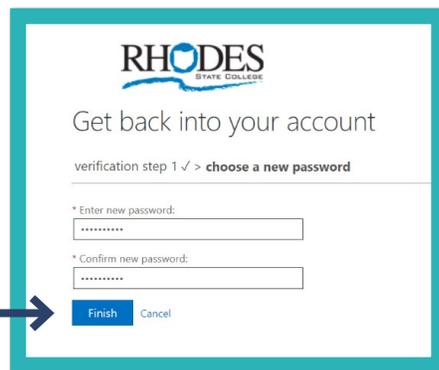   *You will then receive a verification code via a text message.*

7. You will then be required to **enter that verification code** and click **NEXT**

8. You will be prompted for a new password.
   It must be:
   a. A minimum length of 9
   b. Contain at least one digit
   c. Contain at least one upper and one lower case letter
   d. Contain at least one special character

   Then click **FINISH.**

9. You will get this confirmation.

Your Microsoft Authentication Account - Setting up your Security Questions and Answers

1. In the previous steps, you successfully created your own Microsoft Authentication account using your Rhodes username and password.
   - This is where you will manage your authentication methods for your Rhodes State accounts.
   - These methods include having a verification code sent via text to your cell phone or having it sent to an email address.
   - You will also manage your Rhodes State security questions and answers in this account

2. The following steps will show you how to login into that account and then set up your security questions/answers.

3. Be sure to **OPEN A NEW TAB** and then go to **https://rhodesstate.edu/myaccount** and log into that account by typing your Rhodes username (including the @RhodesState.edu after your username)

4. Then you will enter your Rhodes State College password

5. You will then choose the option to request a text to Verify you Identity

6. Enter the verification code that was texted to you and click the VERIFY button

7. You will now see your Microsoft Authentication Account – shown below.

8. Click on **your initials** in the upper right corner.
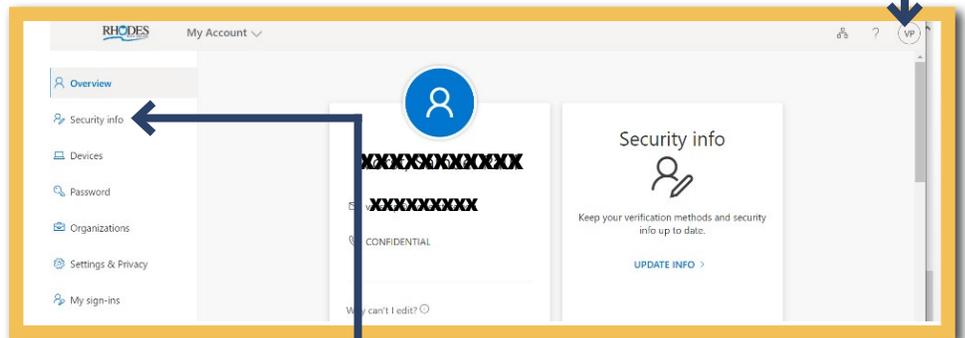
9. Choose **View Account.**

10. On the left side of the screen, choose **Security info.**

11. In the middle of screen below, under the heading "Security Info" choose **"+Add Method".**
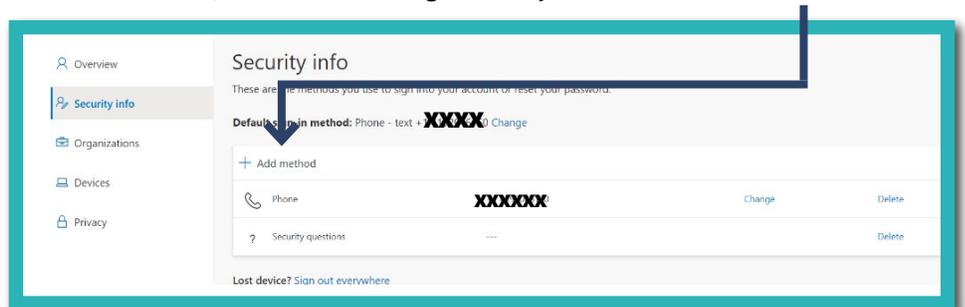
12. Choose the method **"Security questions"** then click the Add button

13. **Answer the three security questions and click Done.**

14. Click on your initials in the upper right corner and **sign out.**

Moving forward: In order to access your Canvas or Email or STARS accounts:

- You must always go to **www.rhodesstate.edu** then **MYRHODES** then the **Student Portal** to choose Canvas or Stars or Email.
- After step 6, a **verification code will** *always* **be sent to your cell phone in order to access those accounts.**