



**RHODE ISLAND
COLLEGE**

MyRIC Portal: Personal Contact Information and RIC Emergency Alerts

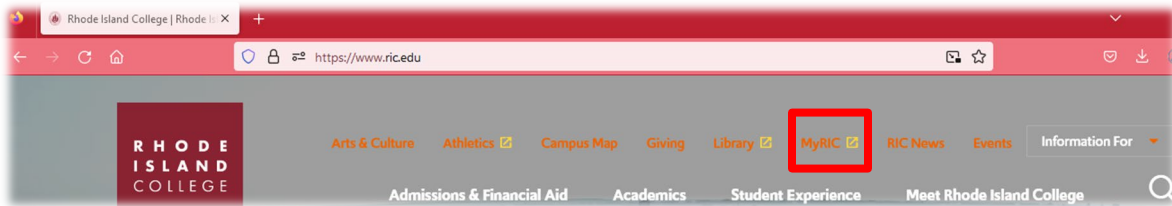
The information contained herein is intended to be used solely by Rhode Island College and its employees.

Please call the ITS Help Desk at 456-8803 for assistance.

Last Update: September 07, 2023

Purpose: This guideline illustrates how you can update your personal contact information and your cell phone number where you'll receive timely and accurate notifications and alerts concerning RI College.

1. Open the web browser of your preference, then type www.ric.edu in the Address Bar. From the RIC's official website, click on MyRIC hyperlink.



2. Type in your MyRIC user ID (not your E-Mail account) and password then click on the LOGIN button.

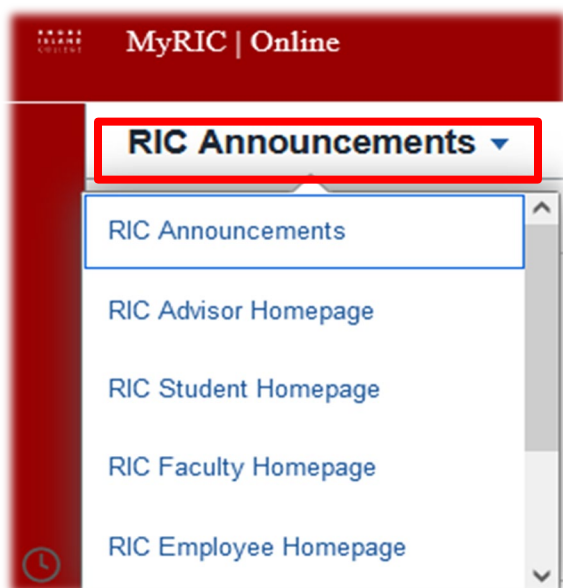
Welcome to
MyRIC.

The MyRIC portal is the single access point to all Rhode Island College online services.

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.

A screenshot of the MyRIC login interface. It features two input fields: "MyRIC ID" containing the text "agonzalez" and "Password" with masked characters. To the right of these fields is a red button with a white right-pointing arrow and the text "LOGIN". Below the password field is a link that says "Forgot password?".

3. Click on RIC Announcements pull-down menu and select your affiliation to the college.



4. If you are a Faculty and/or Staff member, click on the Personal Contact Information Tile.

MyRIC | Online

RIC Employee Homepage ▾

Personal Contact Information



5. If you are a Student, click on the Student Center Tile

MyRIC | Online

RIC Student Homepage ▾

View Paycheck



Student Center



6. On the next screen choose the Personal Contact Info option.

Student Center

- Personal Contact Info
- Emergency Contacts
- To Do List
- Holds
- Math Placement Exam

Student Center

Academics

Search
Plan
Enroll
My Academics

Other Academic Information

7. In the Personal Contact Info page, make sure you select the Personal Information Tab and that the Phone Numbers option is selected.

Personal Contact Info

Go To

Personal Information | Security | Credentials | Participation

[Addresses](#) | [Names](#) | **Phone Numbers** | [Email Addresses](#) | [Internet Addresses](#) | [Emergency Contacts](#) | [Demographic Information](#) | [Ethnicity](#)

Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*** The college RICAlert System will use your cell phone number for emergency notification purposes.**

*Phone Type	*Telephone	Ext	Country	Preferred	
Cell Secondary	401/954-	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
Cell Tertiary	401/256-	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
Business	401/456-	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
Cell Primary	401/572-	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	
Home	401/434-	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	

8. Make sure you place a check mark on your Cell Primary phone number where the RIC Alerts will be sent. You may add other number(s) by clicking on the Add a Phone Number button. Click the Save button after.