

Know Your RioNET Account

- **RioNET:** Campus computers, email, online learning, and Wi-Fi
- **Email:** Assigned at time of registration
- **Username:** Portion of email address before the @ symbol
- **Default Password:** RioNET + the last four digits of your SSN (Case Sensitive - e.g. **RioNET####**)

Step 1 – Register for Self-Service Password Resets

Before using your RioNET account, you need to register for the self-service password reset portal.

1. Browse to <https://www.rio.edu/myrio>
2. Click **Password Registration**
3. Type your full **RioNET email address** as your username
4. Type your **Default Password** and follow the onscreen instructions to complete registration

Step 2 – Change your RioNET Password

Once registered for self-service password resets, you can navigate to the Password Reset Portal and change your RioNET password at any time, even if you forget the old password.

1. Browse to <https://www.rio.edu/myrio>
2. Click **Password Reset**
3. Sign in using your RioNET username or email address
4. Follow the onscreen instructions to change your password

Step 3 – Sign into RioNET Email – Microsoft 365

RioNET email is hosted by Microsoft 365, and uses Single Sign-On (SSO) for authentication. You can sign into your student email from anywhere with an unrestricted Internet connection. The latest versions of all major web browsers are supported.

1. Browse to <https://www.rio.edu/myrio>
2. Click **RioNET Email**
3. Sign in using your RioNET email address and password
4. Microsoft 365 should open; follow any additional on-screen instructions for Multi-Factor Authentication (MFA)

RioNET Information Sheets – Troubleshooting & Assistance Guides

Using technology does not always come easy. What is easy for some, may offer challenges or technical issues for another person. Please reference our Guides for more assistance: <https://www.rio.edu/myrio>