



RioNET 1 –2 –3 for Students

Know your Student RioNET Account

- **Username:** s + student ID number (e.g. **s300123456**)
- **Email:** username + @students.rio.edu (e.g. **s300123456@students.rio.edu**)
- **Default Password:** RioNET + the last four digits of your SSN (e.g. **RioNET####**)

Step 1 – Register for Self-Service Password Resets

Before using your RioNET account, it is highly advised to register for the self-service password reset portal.

1. Browse to <https://www.rio.edu/email> or <https://password.rio.edu>
2. Click **Password Registration**
3. Use your **RioNET email** as your username (e.g. s300123456@students.rio.edu)
4. 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've forgotten the old password.

1. Browse to www.rio.edu/email
2. Click **Password Reset**
3. Follow the onscreen instructions to change passwords
 - a. This password will be the password for campus computers, Blackboard, Wi-Fi, and email

Step 3 – Login to RioNET Email – Office365

RioNET email is hosted by Microsoft's Office 365 online Exchange environment, and uses federated authentication for usernames and passwords. You can login to your student email from anywhere as long as you have an unrestricted Internet connection. The latest versions of Internet Explorer, Firefox, and Safari are all supported. Logins from Google Chrome are currently unsupported.

1. Browse to www.rio.edu/email
2. Click **RioNET Email – The RioNET authentication page is displayed**
3. Login using your student email address (e.g. s300123456@students.rio.edu)
 - a. Type your student email address as your username (e.g. s300123456@students.rio.edu)
 - b. Type your newly created password
4. Microsoft Office 365 should open and the Welcome Page displayed

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/mail> .