Student Portal Login Instructions

Accessing your Student Portal Account:

*If you filled out an online application, your username and password is the same as when you completed the online application.

- Point your browser to the following URL: https://campusportal.rocky.edu
- Click on the link for Student Portal Homepage (the first option).
- Enter your username (firstname.lastname) and your password. Click the Login button.
- If you have forgotten your password, click Forgot your password? below the login and fill in your username information and email. When finished, click the Submit button. An email will be sent to you with your password.

Setting up your Student Portal Account:

- Point your browser to the following URL: https://campusportal.rocky.edu
- Click on the link for Student Portal Homepage (the first option).
- Click on the link below the login that says Create a New Account.
- Enter in your Social Security Number (SSN), Social Identification Number (SIN), or Student ID number. Enter in your first and last names. (Enter your name as it appears on all official documents, no nicknames!) Enter in your place of birth for the Security Question. When completed, click the Next button.
- If the system finds your record in the database, it will display the email address on file for you. If the email is correct, click the Yes button. The system will generate your username and you will then be prompted to enter a password. When finished entering your password, click the Submit button.
- If the email address is incorrect, you must contact the Student Record’s Office to have them change it in the database. For security reasons, you cannot change this on your own or add on if there isn’t one on file.
- After creating a password, the system will send an authentication email to the email address on file.
- Check your email for an email from registrar@rocky.edu. Open the email and click on the link to authenticate your account. Once this is done, you will be able to log in.
- A new window will pop-up when you enter Student Portal. (Make sure that you allow pop-ups from this site!) The on screen message will confirm that your account has been created and that you may now login to your account. At the bottom of the message, click Okay.
- The browser will reload to the Student Portal login screen. Enter your username and password and click on Login.
- You now have successful access to Student Portal! Make sure to write down your user name and password and keep them in a safe place. As a Rocky Mountain College student, Student Portal will be an important resource!