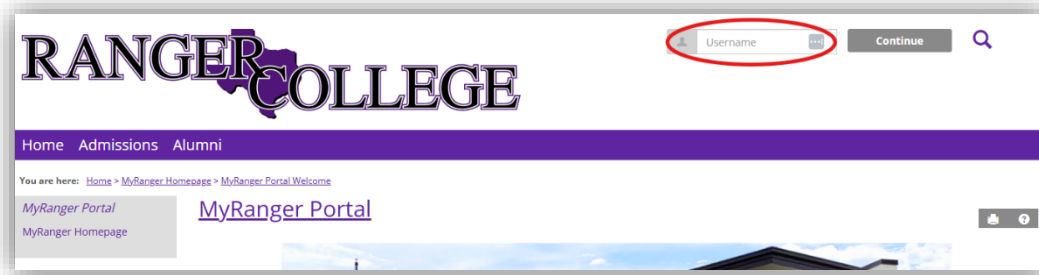


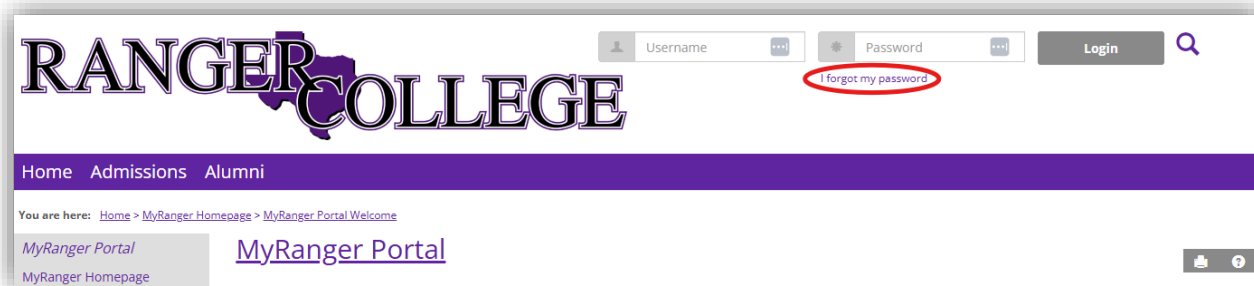
How to Login to the MyRanger Portal

1. Click the link below or copy and paste it into your URL.
<https://rctportal.jenzabarcloud.com/ics>
2. Enter your username in the space provided. If you are unsure of your ID number, email ITHelpDesk@rangercollege.edu through your RC email address requesting your ID number.
 - a. Students use their student ID



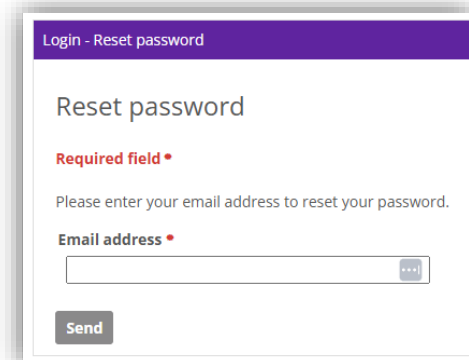
The screenshot shows the Ranger College MyRanger Portal login page. At the top left is the 'RANGER COLLEGE' logo. To the right is a search bar. Below the logo is a navigation menu with 'Home', 'Admissions', and 'Alumni'. A breadcrumb trail reads 'You are here: Home > MyRanger Homepage > MyRanger Portal Welcome'. Below this is a 'MyRanger Portal' link and a 'MyRanger Homepage' link. The main content area features a large image of a building. In the top right corner, there is a 'Username' input field circled in red, followed by a 'Continue' button and a search icon.

- b. Employees use their employee ID
3. Click 'Continue'.
 4. Click the 'I forgot my password' link.



The screenshot shows the Ranger College MyRanger Portal login page. At the top left is the 'RANGER COLLEGE' logo. To the right is a search bar. Below the logo is a navigation menu with 'Home', 'Admissions', and 'Alumni'. A breadcrumb trail reads 'You are here: Home > MyRanger Homepage > MyRanger Portal Welcome'. Below this is a 'MyRanger Portal' link and a 'MyRanger Homepage' link. The main content area features a large image of a building. In the top right corner, there is a 'Username' input field, a 'Password' input field, and a 'Login' button. Below the 'Password' field is a link that says 'I forgot my password', which is circled in red.

5. Enter your RC email address.
6. You will then receive an automated email with a link to follow to reset your password.
 - a. If you receive an error stating "The password cannot be reset for this account", please email ITHelpDesk@rangercollege.edu and your account will be updated.



The screenshot shows a 'Login - Reset password' form. The title is 'Reset password'. Below the title is a red asterisk indicating a required field. The text says 'Please enter your email address to reset your password.' Below this is an 'Email address' input field with a red asterisk. At the bottom of the form is a 'Send' button.