New Student Login Instructions

Roger Williams University

As a new student, we understand there are many important things to keep track of as you navigate your way through your New Student checklist. Below is a helpful guide to help you keep the locations and login credentials for your checklist items organized all in one place.

What is my RWU Username and password?

Your RWU username is comprised of your first initial of your preferred/chosen first name, your last name, and three numbers. The three numbers are comprised of the fourth number in your birthday, the last number in your student ID, and the last number of your Social Security Number*****.

Your RWU password: Your RWU default password is comprised of your initials (same as above), the last four digits of your social security number and capital "RWU". If you've already reset your default password, but cannot recall your new password, please visit **https://passwords.rwu.edu** to change your password.

Example User: John Doe

Birthdate:	01/3**1**/1991
Student ID:	112345**6**
Last 4 of SSN*:	442**5**
Username:	jdoe**165**
Password (default):	jd4425RWU

*if you are an international student and do not have an SSN, please contact the Office of Admission for your login credentials

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Step 1. Please complete the following login steps below to enroll in your password management system and set up your o365 account needed for other RWU systems. **Do this first** before logging into your RWU Google and Roger Central accounts listed in Step 2. If you have any issues with your logins, please contact Information Technology at 1-800-458-7144 ext. 6363 or 401-254-6363, or via email.

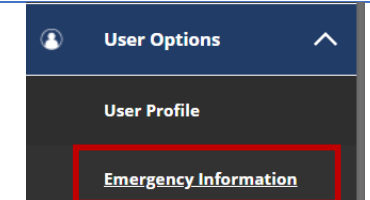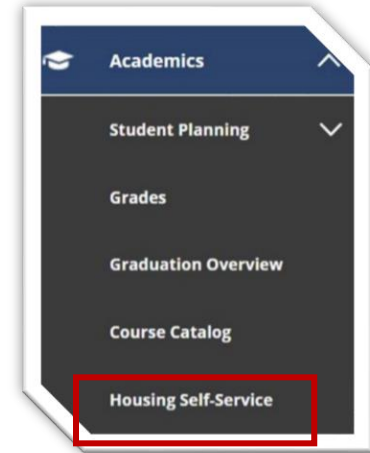| System/Resource	Description	URL	Login Details
1. Password Management	Start by enrolling your account in the self-management of passwords application. Not only will you use this application to change your passwords for most applications, but you can also use this application to unlock your accounts. You can return to this site to synchronize your passwords in the future.	https://passwords.rwu.edu/	**Login ID:** nloshusan183 **Enter your DEFAULT password**, which is the first initial of your preferred/chosen first name, + the first initial of your last name, + the last four digits of your social security number + RWU in capital letters. Example: Joe Student with the SSN of ###-##-1234, will have a password of js1234RWU.
2. Microsoft o365 Account	Set up your Microsoft o365 account to access many RWU applications securely with Single-Sign-On and the Microsoft Office tools. Follow the prompts as to set up Two-Factor Authentication.	https://o365.rwu.edu/	**Login ID:** nloshusan183@students.rwu.edu **Enter your DEFAULT password**, which is the first initial of your preferred/chosen first name, + the first initial of your last name, + the last four digits of your social security number + RWU in capital letters. Example: Joe Student with the SSN of ###-##-1234, will have a password of js1234RWU.

Step 2. Listed below are the main RWU systems you will access as a student at RWU - your RWU Google Account (your student email) and Roger Central (your student portal).

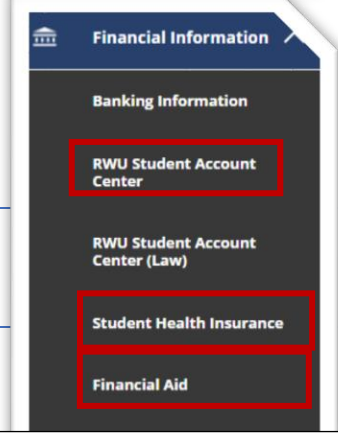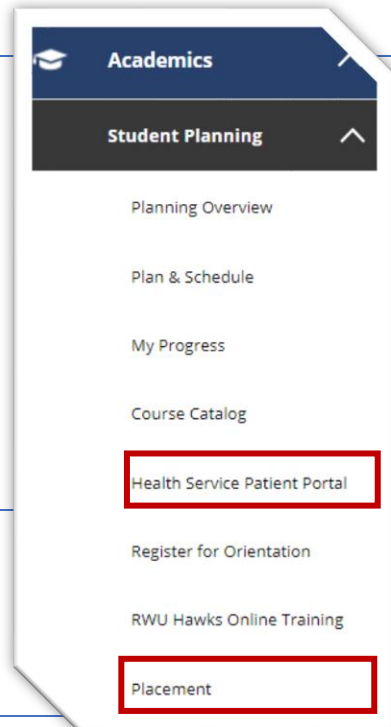| System/Resource	Description	URL	Login Details
3. RWU Google Account	**You will use your RWU Google account as your official RWU email.** Check this account regularly!	https://accounts.google.com	**Login ID:** nloshusan183@g.rwu.edu *This is your RWU email address!!* **Enter your DEFAULT password**, which is the first initial of your preferred/chosen first name, + the first initial of your last name, + the last four digits of your social security number + RWU in capital letters. Example: Joe Student with the SSN of ###-##-1234, will have a password of js1234RWU. **You will be required to change your password upon entry into the account**. **Please note:** If you already have a personal Google account: At the Google Apps login page, prior to logging in with your RWU Google Apps account, you will need to click on "Use another account" and enter your entire RWU Google email address.
4. RogerCentral	**Roger Central** is your gateway application allowing you to access the Student Account Center for billing and payments, the Financial Aid portal to manage your awards, the Health Service portal to submit immunizations, etc. You will also use RogerCentral to review your schedule, manage your phone number, address, emergency contact/s, etc.	https://rogercentral.rwu.edu	**Login ID:** nloshusan183@students.rwu.edu **You will use the password established when setting up your Microsoft o365 Account (above).**

Step 3. Follow the new student website checklist items and complete your new student checklist items by month.

To Do: November

Task	System Name	Description	Instructions	
Register for Spring Orientation	n/a	**This is the site you will use to register for orientation. No additional login credentials are needed!**	Visit this site to register for Spring orientation.	
Complete your New Student Housing Application *(if you are living on campus)*	RogerCentral	**This is where you will complete your New Student Housing Application form if you will be residing in campus housing.**	https://rogercentral.rwu.edu *In RogerCentral,* Click Academics > Housing Self-Service	
Update your emergency/personal contact information	RogerCentral	**This is where you will update your emergency/personal contact information**	https://rogercentral.rwu.edu *In RogerCentral,* click User Options > Emergency Information	

To Do: December

Task	System Name	Description	How to login in
Complete your Academic Placement Assessments *(first year students only)*	RogerCentral	**This is the site you'll use** to review the placement testing by subject requirements **before logging in to take your placement tests.**	https://rogercentral.rwu.edu *In RogerCentral*, go to Academics > Student Planning Menu >Placement

Modern Language	Mathematics	Writing
(Bridges) **Username:** Use your RWU username only WITHOUT the @academics.rwu **Password:** Use your RWU password	Create an account by entering first name, last name, student ID, and email address. Then, specify your login ID – it's recommended to use the first initial of you first name and all of your last name	You do not require a username or password to login, **just enter your RWU student ID & your name** onto the writing survey in the fields provided.

Task	System Name	Description	How to login in
Get started on your health and immunization forms	RogerCentral	**This is where you will manage your Health and Immunization records.**	https://rogercentral.rwu.edu *In RogerCentral,* click Academics > Student Planning Menu > Health Service Patient Portal
Waive or enroll in University-Provided Health Insurance	RogerCentral	**This is the site you will use to waive/accept University provided Health insurance.**	https://rogercentral.rwu.edu *In RogerCentral,* click Financial Information > Student Health Insurance You do not require a username or password to login, just **enter your Date of Birth and Student ID number.**
Finalize your Aid:	RogerCentral	**This is will bring you to the financial aid portal where you will manage your financial aid.**	https://rogercentral.rwu.edu *In RogerCentral,* click Financial Information > Financial Aid
Login to Student Account Center and review your spring semester bill	RogerCentral	**This is where you will receive billing statements, view account activity, make payments, and enroll in payment plans.**	https://rogercentral.rwu.edu *In RogerCentral,* click Financial Information > RWU Student Account Center > Login with RWU credentials

Academics

Student Planning

Planning Overview

Plan & Schedule

My Progress

Course Catalog

Health Service Patient Portal

Register for Orientation

RWU Hawks Online Training

Placement

Financial Information

Banking Information

RWU Student Account Center

RWU Student Account Center (Law)

Student Health Insurance

Financial Aid

Students will need to grant account access to parents through their Student Account Center (SAC). Once logged in as a student, navigate to 'My Profile Setup.' Click 'Authorized Users' and 'Add Authorized Users.' Once you add Authorized users, they will get an email to set up their own profile.