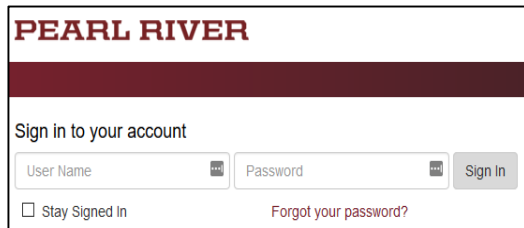


## Riverguide 2.0 Quick Start Guide – Faculty



PEARL RIVER

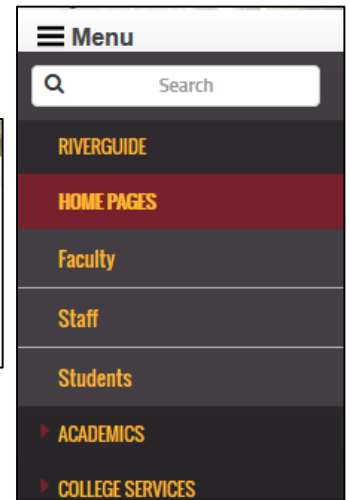
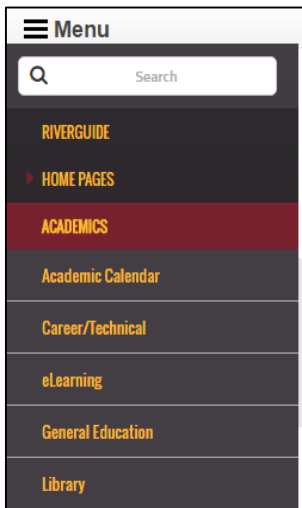
Sign in to your account

User Name  Password  Sign In

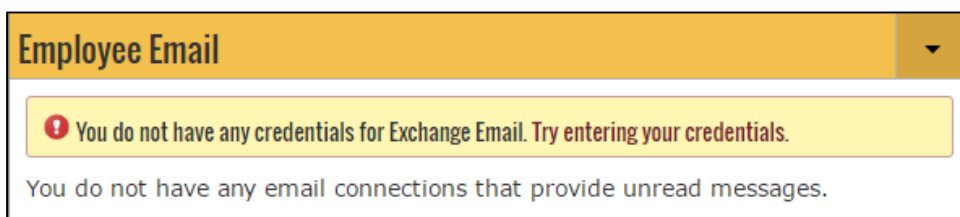
Stay Signed In [Forgot your password?](#)

Enter PRCC credentials (same user credentials as previous Riverguide log on).

*Example:* User name: jsample Password: Password1



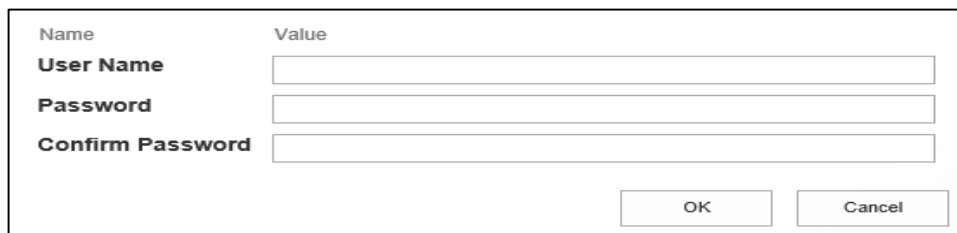
Use the Menu button to navigate to various Information Sites or New Icon Bar to open different applications using Single Sign On (Canvas, Wildcat Web, INB Banner). *Note: Lynx still requires login.*



Employee Email

**!** You do not have any credentials for Exchange Email. Try entering your credentials.

You do not have any email connections that provide unread messages.



Name	Value
User Name	<input type="text"/>
Password	<input type="password"/>
Confirm Password	<input type="password"/>

OK Cancel

**Employee Email**

▼ You Have **9** Unread Messages

**9** Exchange Email

Click the Email icon or Google Apps to navigate your student email. Note: First time users, may have to enter email credentials to sync up account.

**My Bookmarks**

CAMPUS LINKS

- Directory
- IT Work Order
- Lynx
- Physical Plant Work Order
- PRCC Web Site

MY LINKS

There are no links to display yet.

⊕ Manage Bookmarks ▼

**FAQ**

⊕ Question - How much is a school ID? (1)

School ID's are free but there is a replacement ID of 15.00.

Use My Bookmarks to navigate to the PRCC Directory, Enter a Work Order, and Update Emergency Notification Contact Information (Lynx). FAQ is Frequently Asked Questions and to view an answer to a question you must click the + on the left side of the question.

**Campus Announcements** | Campus Events | Campus News

SEP 20  
10:41 AM

Intramural Dodgeball  
*Morgan Smith*

Campus Announcements | **Campus Events** | Campus News

NOV 10  
5:30 PM

PRCC vs. Spring Hill JV (Basketball-Women Only)  
*Poplarville Campus*

Campus Announcements | Campus Events | **Campus News**

▼ PRESS RELEASE

- Mu Alpha Theta inducts new members 3 hours ago
- Wildcats pull away in second half to defeat Delgado 5 days ago
- Lady Wildcats improve to 2-0 with victory over Delgado 5 days ago
- Total of 115 PRCC students receive 2016 PRVEPA Round Up for Education scholarships 5 days ago
- Tickets for Marty Stuart show on sale 5 days ago

Click on any of the 3 Campus tabs (Campus Announcements, Campus Events, Campus News) to see the latest campus announcements or press releases.

**My Schedule**

▼ COURSES I AM TAKING

**Wellness Center Fall 2010 - 2011 - 1**  
 HPR 1590/ Other/ EE ( Normal )  
 August 16, 2010 - December 14, 2010

**Wellness Center Spring 2011 - 2011 - 1**  
 HPR 1590/ Other/ FT ( Normal )  
 January 10, 2011 - May 12, 2011

▼ COURSES I AM TEACHING

**Public Speaking I Fall 2016 (Aug-Dec 2016) - 2017 - 1**  
 SPT 1113/ Lecture/ F04 ( Normal )  
 August 15, 2016 - December 09, 2016  
 Fri 08:00 AM - 10:40 AM  
 Hattiesburg Allied Health 161

**Public Speaking I Fall 2016 (Aug-Dec 2016) - 2017 - 1**  
 SPT 1113/ Lecture/ F10 ( Normal )  
 August 15, 2016 - December 09, 2016  
 Tue,Thu 09:25 AM - 10:43 AM  
 Hattiesburg Allied Health 161

**Faculty Dashboard**

Preferences

MY CLASSES

**Public Speaking I** SPT 1113 Fall 2016 (Aug-Dec 2016)

**Public Speaking I** SPT 1113 Fall 2016 (Aug-Dec 2016)

**Public Speaking I** SPT 1113 Spring 2017 (Jan-May 2017)

**Interpersonal Communication** SPT 2173 Spring 2017 (Jan-May 2017)

The Faculty Dashboard allows faculty to view active classes and email students.

My Schedule displays basic schedule information for all courses you are currently taking as a student or teaching as a faculty member. Course information displays the course meeting days, times, and locations.

**Faculty Grade Assignment**

Preferences

GRADE STATUS Midterm Grades ▼

More

Status	Course Title	Subject	CRN	Term
	Cheerleader I	HPR	1831	Fall 2004
	Cheerleader II	HPR	1841	Fall 2004
	Cheerleader III	HPR	2831	Fall 2004
	Oral Communication	SPT	1113	Spring 2005

Click Faculty Grade Assignment to see the grading status of classes.

**Icon Status:**

- Grades Not Started. Grade entry has not been started.
- Grades Started. Grade entry has been started but not completed.
- Grades Entered. Grades have been entered but yet not rolled to academic history.
- Grades Completed. Grades have been completed and rolled to academic history. No more action can be taken. This icon does not appear for midterm grades or gradebook, because these grades are not rolled to history.
- Not Gradable. Students have registered but the class is not gradable. This icon is not clickable.
- No Enrollment. No students have registered for the class. This icon is not clickable.

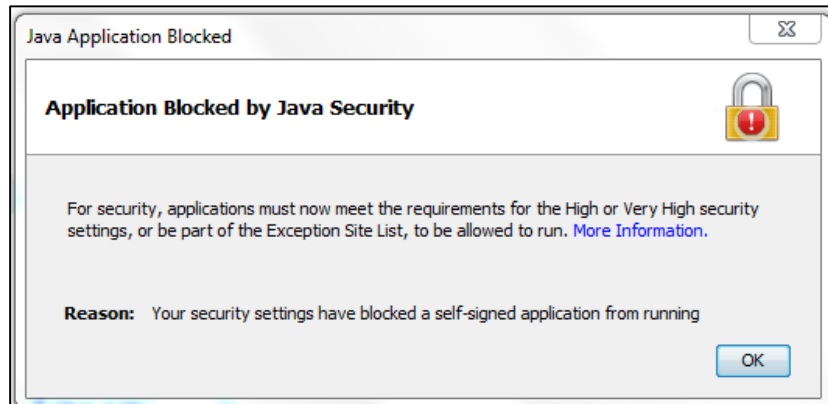


Click any of the above Social Media Icons to navigate to that platform.

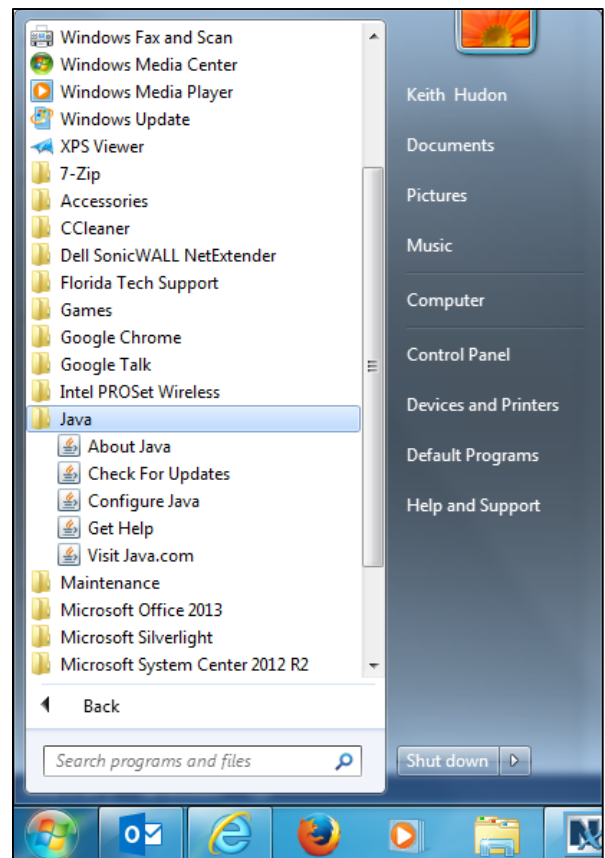
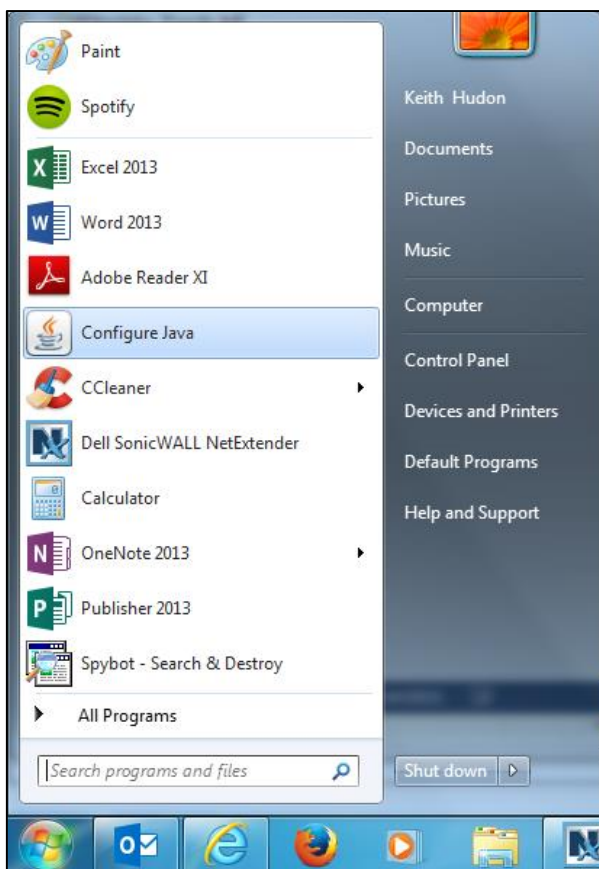
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### How to Add Site Exception

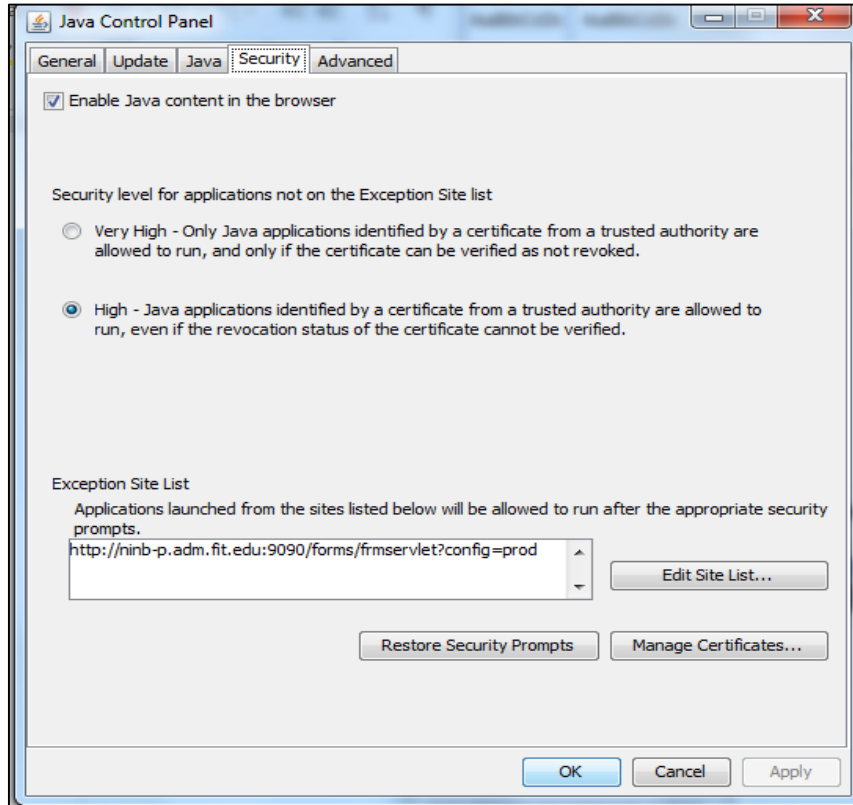
*Note: Banner may also appear with a blank screen with a little X box.*



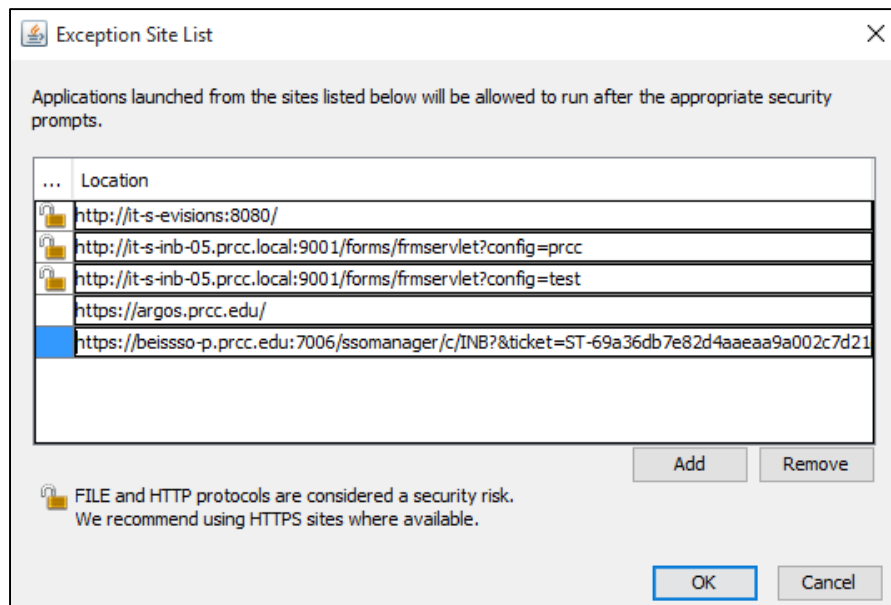
Step 1: Find Configure Java in your start menu and click on it (might be in the Java folder).



Step 2: Click on the Security Tab in the Control Panel. On the bottom right of the Security tab you want to click on Edit Site List...



Step 3: Click add and enter = <https://beisso-p.prcc.edu:7006/ssomanager/c/INB?&ticket=ST-69a36db7e82d4aaea9a002c7d21d62d-eis-p.prcc.edu>

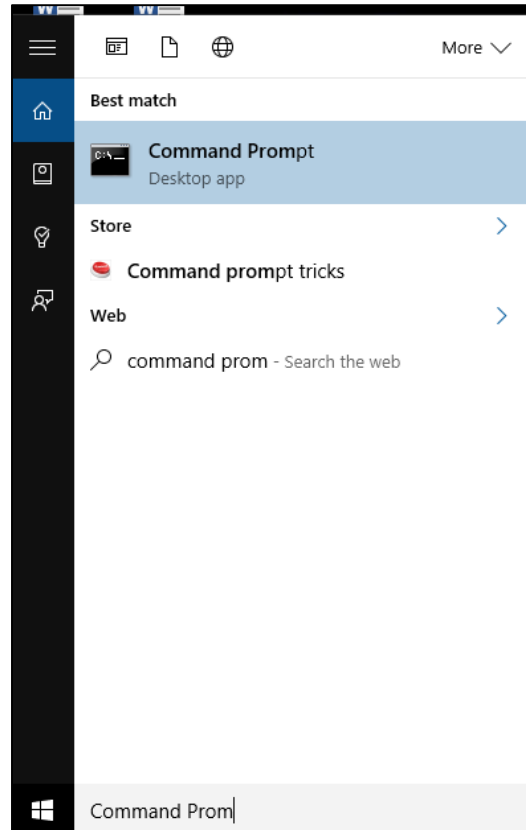


Step 4: Click OK and restart your browser.

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### How to Flush DNS (for page not found)

Step 1: Type Command Prompt in your start menu and click on it.



Step 2: Type: ipconfig /flushdns then hit Enter.

```
Command Prompt
Microsoft Windows [Version 10.0.10240]
(c) 2015 Microsoft Corporation. All rights reserved.

C:\Users\tnoel>ipconfig /flushdns

Windows IP Configuration

Successfully flushed the DNS Resolver Cache.

C:\Users\tnoel>
```

Step 3: Click X to exit.