



Dear New River Online Student,

Congratulations on registering for classes at **New River Community and Technical College**. Regardless of whether you are taking online or traditional courses, it is important that you communicate effectively with your instructor to adequately understand all your course requirements and instructor expectations.

To ensure your success at New River you must know your username/password and the links to several key resources. You can locate your username by using our online directory People Search (see below). Your **username** is the part of your email address to the left of the @ symbol. Mine is **dayersman** and my email address is [dayersman@newriver.edu](mailto:dayersman@newriver.edu). Your **password** is your 9-digit New River ID number (it begins with 3 or 4 zeros and anyone in Student Services or at the Help Desk can provide you the information). An example of one would be **000012345**. Your username/password will gain you access to both email and ANGEL. We strongly encourage you to change your password after you login to your email account. Once you change your password you must remember it or contact our Help Desk to have it reset.

The primary method of electronic communications at New River is your College email account. You should check your account frequently to avoid missing important information. Even if you check your New River email account only once, you can create a **RULE** to forward your email to another one of your email accounts that you do check frequently. You must use Internet Explorer to create this rule (the option doesn't exist when using other browsers).

You also have access to our Web Self-Service system that provides you with course-related and financial aid information. To access it, you'll need your **User ID** (it is your 9-digit New River ID number) and your **PIN** (it is your 6-digit date of birth and looks like **011584**).

Online courses require as much (or sometimes even more) effort on your part as traditional in-class courses. Taking a course online means you don't have to travel to campus for class meetings but you do need to exhibit a high degree of self-discipline to complete the course requirements on time. The administrative procedures and deadlines for online courses are the same as for traditional in-class courses. This applies to enrolling, paying tuition, adding/dropping, and withdrawing from online courses. For any questions pertaining to these issues please contact your campus Student Services representative.

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[www.newriver.edu](http://www.newriver.edu)

**Central Administration**  
221 George Street, Suite 2  
Beckley, WV 25801  
304.929.5445  
304.929.5478 Fax

**Beckley Campus**  
167 Dye Drive  
Beckley, WV 25801  
304.929.5450  
304.929.5462 Fax

**Greenbrier Valley Campus**  
101 Church Street  
Lewisburg, WV 24901  
304.647.6560  
304.647.6561 Fax

**Mercer County Campus**  
1397 Stafford Drive  
Princeton, WV 24740  
304.425.5858  
304.425.0860 Fax

**Nicholas County Campus**  
6101 Webster Road  
Summersville, WV 26651  
304.872.1236  
304.872.3587 Fax

**Raleigh County Campus**  
300 University Drive  
Beaver, WV 25813  
304.256.0260  
304.256.0265 Fax

<b>People Search</b>	<a href="http://directory.newriver.edu">http://directory.newriver.edu</a>	<b>New River Home Page</b>	<a href="http://www.newriver.edu">http://www.newriver.edu</a>
<b>Email</b>	<a href="http://email.newriver.edu">http://email.newriver.edu</a>	<b>ANGEL</b>	<a href="http://angel.newriver.edu">http://angel.newriver.edu</a>
<b>READI Assessment</b>	<a href="http://newriver.readi.info">http://newriver.readi.info</a>	<b>Web Self-Service</b>	<a href="http://web.newriver.edu/webselfservice.html">http://web.newriver.edu/webselfservice.html</a>
<b>Orientation Overview</b>	<a href="http://web.newriver.edu/technology/training/it075/index.html">http://web.newriver.edu/technology/training/it075/index.html</a>		
<b>Computer Use Policy</b>	<a href="http://web.newriver.edu/technology/policies/computer-use-policy.pdf">http://web.newriver.edu/technology/policies/computer-use-policy.pdf</a>		

If you've registered for a **WEBDL** course, check your schedule to find the instructor name and then send an email to the appropriate address (listed below) to request information about your course and to introduce yourself.

AIB DL = [datkinson@wvbankers.org](mailto:datkinson@wvbankers.org)  
 SAIL DL = [delam@kirkwood.edu](mailto:delam@kirkwood.edu) (Doug Elam)

I hope your experience at New River is a very successful and enjoyable one. For any questions pertaining to technical support please call 304-929-6725 or email us at [itsupport@newriver.edu](mailto:itsupport@newriver.edu).

Warm regards,



Dr. David J. Ayersman, Chief Information Officer  
 New River Community and Technical College