



Dear New River Student,

**Congratulations on registering for classes at New River Community and Technical College!**

New River has made significant progress across all of our campus locations in creating a state-of-the-art network, phone system, and many other technology services. As a new student, you have access to computer labs at each of our campuses and to a number of online services. To ensure your success at New River you must know your **username** and **password** and the links to several key resources. The links in the table below will be helpful to you as you get started.

New River home page:	<a href="http://www.newriver.edu">http://www.newriver.edu</a>
Verify you have an email account and locate your username (People Search):	<a href="http://intranet.newriver.edu/directory/">http://intranet.newriver.edu/directory/</a>
New River Portal:	<a href="https://my.newriver.edu">https://my.newriver.edu</a>
Orientation Overview:	<a href="https://web.newriver.edu/training/it075/">https://web.newriver.edu/training/it075/</a>
Online Orientation:	<a href="http://www.newriver.edu/future-students/orientation">http://www.newriver.edu/future-students/orientation</a>
Distance Education Explained:	<a href="https://web.newriver.edu/technology/index.html">https://web.newriver.edu/technology/index.html</a>
Computer Use Policy:	<a href="https://web.newriver.edu/procedures/computer-use-policy.pdf">https://web.newriver.edu/procedures/computer-use-policy.pdf</a>
Library Fact Sheet:	<a href="https://web.newriver.edu/library-factsheet.html">https://web.newriver.edu/library-factsheet.html</a>

To find out if your account has been created and to locate your username, start by searching our online directory (People Search). Your **username** is the part of your email address to the left of the @ symbol. An example email address is [jones\\_ab@newriver.edu](mailto:jones_ab@newriver.edu) so the username is **jones\_ab**. Student usernames are usually the **last name** followed by an underscore "\_" and then the **first** and **middle initial** added to the end (e.g., Amanda Britney Jones would be **jones\_ab**).

Your **password** is your 9-digit New River ID number (it begins with 3-4 zeros and anyone in Student Services or at the Help Desk can provide you the information). An example of one would be **000456789**. But to conform to our new complexity requirements for all passwords, your 9-digit ID is only part of your password. We add an uppercase letter "N" in front of the number and a lowercase letter "r" at the end so that it actually looks like this **N000456789r**.

Through the portal you'll have access to our **Self-Service Banner** system that provides you with official course-related and financial aid information. You can also access your New River **email** after logging into the portal. Since the primary method of electronic

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

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

**Mercer County  
Campus**  
1001 Mercer Street  
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**  
280 University Drive  
Beaver, WV 25813  
304.929.5450  
304.929.5462 Fax

**Central  
Administration**  
280 University Drive  
Beaver, WV 25813  
304.929.5445  
304.929.5478 Fax

communication at New River is your New River email account, it is important that you check your email frequently to avoid missing important information.

Please use the links from the table above to review the **Computer Use Policy** as well as the **Orientation Overview** information to more fully understand some of the resources available to you.

**Blackboard IM** is a great tool used by some faculty to conduct virtual office hours and for online tutoring, so please ask your instructors about how they will be using Blackboard IM in your classes. You should have an invitation in your inbox to download Blackboard IM, but if you don't please contact the Help Desk for an invitation.

Through the portal you'll also have access to **Blackboard Learn 9**, the learning management system used at New River. Completely online courses appear Blackboard but so do all of our traditional face-to-face courses. All instructors should post a syllabus in Blackboard for every course section, regardless of instructional method (distance or face-to-face). Regardless of whether you are taking distance or traditional courses, it is important that you communicate effectively with your instructor to adequately understand all of your course requirements and instructor expectations.

We have traditional face-to-face courses as well as web-based and video-based distance learning modalities (delivery formats). An explanation of these delivery formats is available using the link in the table above. Distance learning courses require as much (or sometimes even more) effort on your part as traditional face-to-face courses. Taking a course via distance means you might not 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 distance education courses are the same as for traditional face-to-face courses. This applies to the course start and end dates as well as to procedures for students enrolling, paying tuition, adding/dropping, and withdrawing. For questions pertaining to these issues please contact your campus Student Services representative.

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).

Best regards,



Dr. David J. Ayersman  
Vice President, Technology and Library Services  
New River Community and Technical College