

Have you created or updated your Profile? You **MUST** do this first before you can register for REC sessions. Follow the instructions in this file for creating or updating a profile.

Registering for Sessions

Once you have a profile, to register for sessions, go to **Rappahannock.augusoft.net** and use your login and password. Go to **Browse All Classes**, then **Education and Training**, then **Regional Education**. You will see all of the sessions available for REC 2017. Add to the cart and then check out. Even though sessions are free for you, it is necessary for you to agree to the refund policy in order to complete the registration process. If you do not get a confirmation email you have **NOT** completed the process.

You will also get a reminder email a week prior to your session. If, for any reason, you can no longer attend the session make sure you call to cancel your reservation (call Trish Homstead at 804-333-6828). Many sessions are on a wait list and this will allow someone else to utilize your seat. “No shows” are costly to your division and this program. Please make every effort to attend sessions you register for.

If you attended REC sessions in 2016 you have an existing RCC profile. Please follow these steps to update your information:

1. Go to <https://rappahannock.augusoft.net>
2. Click on LOGIN/CREATE ACCOUNT
3. Under Sign In, please enter the email address for your existing RCC account. (This may be a personal email address or a school email address.)
4. Click on forgot your password
5. Enter your user name. This is the email address of your existing account with RCC.
6. Enter your email address again
7. Enter the characters that appear in the captcha
8. Click submit
9. A password reset link will be sent to your email account. You will need to click on the link once you receive it in your email and create a new password.
10. Password must be a minimum of 8 characters in length and must contain a number and any two of the following three: upper case, lower case, special characters.
11. Re-enter password.
12. Click save.
13. You will receive a message that your password has been successfully changed.
14. Click on Logout.
15. Go to <https://rappahannock.augusoft.net>
16. Click on LOGIN/CREATE ACCOUNT
17. Under Sign In, please enter the email address for your existing RCC account.
18. Enter the password you just created
19. Click on the Sign In button
20. Click on the "go to my dashboard" link
21. Click on the tab marked "my profile"
22. Please review the information contained in your profile.
23. Please click on the Edit Profile link
24. You will need to change your password hint
25. Leave Company field blank.
26. Update your address as needed.
27. Update phone number(s) as needed
28. Enter name of your school division in employer field.
29. Click submit
30. If address verification box pops up, confirm address
31. Pop up box may appear asking "Would you like your profile information changed on your class records? Please select all records to update your profile information on all class records and Profile Only to update only your student profile". Click on either All Records or Profile Only based on your preference.
32. Congratulations! Your profile has been updated successfully.

Please remember your email address is your user name on this site.

You will need to remember your user name and password to log in and register for REC sessions in the future.

If you have difficulty accessing your existing RCC profile, please call 804-333-6828 or 804-758-6750 for assistance.