

Green River College PRFR Report Appendix 2.G.7

2.G.7 The institution maintains an effective identity verification process for students, including those enrolled in distance education courses and programs, to establish that the student enrolled in such a course or program is the same person whose achievements are evaluated and credentialed. The institution ensures that the identity verification process for distance education students protects student privacy and that students are informed, in writing at the time of enrollment, of current and projected charges associated with the identity verification process.

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Section 1: Policies and procedures for ensuring the student who registers in a distance education course/program is the same student who participates in the course and receives credit

- [SBCTC's Online Admissions Application Portal \(OAAP\)](#)
- [Proctored Testing](#)
- [Other Testing Services](#)
- [ctcLink Resources for Students](#)
- [Student Email](#)
- [Multi-Factor Authentication \(MFA\) Setup Guide for Student](#)
- [Canvas Login](#)
- [Email Address & Password](#)
- [MFA \(multi-factor authentication\)](#)
- [Canvas](#)

Section 2: Policies and procedures make it clear that these identity verification processes (e.g., admissions processes, proctoring, etc.) protect student privacy

- [Family Educational Rights and Privacy Act \(FERPA\)](#)
- [Privacy](#)
- [IT-3 Accessible Technology](#)
- [Set up your password reset verification and MFA methods](#)

Section 3: Notification to students at the time of registration of any additional charges associated with verification procedures

- [Fees](#) - Any fees to be charged to students are provided ahead of time as part of the enrollment process, including any verification fees. General fees (as distinct from course specific ones) are listed on the admissions site.

Section 4: Academic policies and procedures for instructors to implement requirements for regular and substantive interaction in distance education courses/programs

- [RSI Checklist](#)

2.G.7 EV.#1 / Section 1

SBCTC's Online Admissions Application Portal
(OAAP)

READY FOR WHAT'S NEXT?

Career training and university transfer at a fraction of the cost



Welcome!

Online Admissions Application Portal (OAAP) for Washington State Community and Technical Colleges

To apply to a college, please create an admissions application account.

[Create a New Account](#)

or

Powered by



V. 202502.01

Proctored Testing

Select Language 

[Current Students](#)

[Faculty & Staff](#)

[Give to GRC !\[\]\(96cc62f861fdd6e50510c0224a756dff_img.jpg\)](#)

[Quick Links](#)



PROCTORED TESTING

AT GREEN RIVER COLLEGE

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[Home](#) / [Students](#) / [Academics](#) / [Placement & Testing Center](#)
/ [Proctored Testing](#)

Proctoring Exams for non-GRC Students, Schools, and Agencies

The Placement & Testing Center at Green River College offers proctoring services for individuals taking distance education or online courses through other institutions, as well as certifications and other employment tests for agencies.

Administration Fee: \$25.00 per test. Fee can be paid at Student Financials Office, room 266 in the Student Affairs and Success building, or by calling (253) 288-3399

- If you schedule a proctored test for Friday afternoon, please pre-pay with Cashiering and bring a copy of your receipt when you come in to test!

Time: dependent on institution/agency requirements

Mode: dependent on institution/agency requirements

Process: Please schedule your proctored exam at least 24 hours in advance. To schedule, please call (253) 288-3449

Advanced Preparation: Test materials must be submitted by the institution/agency. Inquiries about setting up testing with Green River College can be directed to testingcenter@greenriver.edu or (253) 288-3449

■ Cashier's Office

General Hours

Location: Student Affairs and Success Center (SA), room 266

In-Person Hours:

Monday - Thursday: 8 a.m. - 5 p.m.

Friday: 9:30 a.m. - 12 p.m.

Saturday/Sunday: Closed

Phone Hours:

Monday - Thursday: 9:30 a.m. - 4 p.m.

Friday: 9:30 a.m. - 12 p.m.

By Phone: Call Cashier's Office to make a payment. Request an emailed receipt, then forward to testingcenter@greenriver.edu

- **Phone:** (253) 288-3399
- **Email:** cashiers@greenriver.edu

Other Testing Services

Select Language 

[Current Students](#)

[Faculty & Staff](#)

[Give to GRC](#) 

[Quick Links](#)



OTHER TESTING SERVICES

UNION, APPRENTICESHIP, ETC.

 Section Menu 

[Home](#) / [Students](#) / [Academics](#) / [Placement & Testing Center](#)
/ [course-placement-options](#) / [Other Testing Services](#)

Non-Student Green River College Assessments

To take an assessment for purposes other than Green River College placement (such as for union, apprenticeships, or other colleges), there is a \$10 fee per assessment.

Note: If you are planning to become a student or are currently enrolled at Green River College, you do not need to pay this fee.

Payment Options:

***Please Note:** If you schedule a proctored test for Friday afternoon, please pre-pay with Cashiering and bring a copy of your receipt when you come in to test!*

- **In-Person:** Pay at the **Student Financials (Cashier's) Office**

■ Cashier's Office

General Hours

Location: Student Affairs and Success Center (SA), 266

In-Person Hours:

Monday - Thursday: 8 a.m. - 5 p.m.

Friday: 9:30 a.m. - 12 p.m.

Saturday/Sunday: Closed

Phone Hours:

Monday - Thursday: 9:30 a.m. - 4 p.m.

Friday: 9:30 a.m. - 12 p.m.

By Phone: Call Cashier's Office to make a payment. Request an emailed receipt, then forward to testingcenter@greenriver.edu

■ Cashier's Office

Phone: (253) 288-3399

Email: cashiers@greenriver.edu

Testing Options

- **In-Person:** Available at the **Placement & Testing Center** in Room 148 at the Student Affairs and Success building.
 - No appointment needed.
 - Bring a photo ID and payment receipt
- **Remote/ at home:** Submit online request for remote testing instructions [Request](#)
 - In the **SID field**, ***enter the first nine digits of phone number***
 - After we receive confirmation of payment, testing instructions will be sent to the email address provided

English and Math assessments

- Request **College Success (English) and/or WAMAP (math)**

- For union or apprenticeship programs, typically **MATH 97** (Intermediate Algebra) is the appropriate level.
- **How to Prepare for WAMAP (Accessing the Review Site)**
 1. Go to www.wamap.org
 2. Click on "Register as a new student"
 3. Enter your information
 4. The Course ID is 12499
 5. There is no Enrollment Key
 6. You may see a "Browser Check" page. If so, click the "Continue with Image-based display" button.
 7. Go back to the login screen; sign-in with username and password you created
 8. Click on "GRC Math Review"
 9. Click on the math level you want to test for
 10. Take a Pre-Test, utilize Practice and Review Videos, and take the Post-Test as many times as necessary to prepare for the actual exam.
 11. When you are ready to take the test that will count for placement, come to the Testing Center or request remote instructions here: greenriver.edu/request

If you have any questions about the testing process, feel free to call the Testing Center: (253) 288- 3449.

In-Person Test

| |
|---------------------------|
| Hours of Operation |
| Monday - Thursday |
| 8 a.m. - 5 p.m.* |
| Friday |
| 9:30 a.m. - 4:30 p.m.* |

Saturday and Sunday

Closed

***No placement assessments will be started within 90 minutes of closing. No classroom exams will be started within 30 minutes of closing.**

Closures & Special Hours

Monday, February 16th- Presidents' Day

Friday, March 6th - Professional Development

Thursday, March 26th - In-Service Day

[View Closures & Special Hours](#)

Location

Student Affairs and Success Center
SA 148

Contact Us

Email: testingcenter@greenriver.edu

Phone: (253) 288-3449

Requesting Placement Scores

Students needing their placement scores for other institutions can request them via email or in-person at the Auburn Main Campus. Please note: math placement scores are valid for 2 years.

To Request: submit the [Placement Score Request form](#)

Prohibited Items

For academic integrity purposes, some items are not allowed in the testing room. These items can be stored in lockers at the Testing Center.

ctcLink Resources for Students

Select Language 

[Current Students](#)

[Faculty & Staff](#)

[Give to GRC](#) 

[Quick Links](#)



CTCLINK RESOURCES FOR STUDENTS

AT GREEN RIVER COLLEGE

 [Section Menu](#) 

[Home](#) / [Campus](#) / [Campus Resources](#) / [ctclink](#) / [students](#)
/ [ctcLink Resources for Students](#)

Information for Students

ctcLink is a new class registration system at Green River College.

Green River College's new online registration system helps you manage your entire college student experience. Here you can learn how to activate your account, register, and navigate the system's new features.

Note to new students starting Fall or Winter Quarter: please refer to the web page titled [ctcLink for Prospective and New Students](#).

Need Help?

Our IT Student Help Desk can take any questions or concerns you have!

For assistance with technology issues including student email, Canvas, ctcLink, Office 365 and more please:

Contact the IT Student Help Desk

Do This First: Activate Your ctcLink Account

Activate your ctcLink account to register and pay for classes, apply for financial aid, check your “time to degree” completion estimate, view the course catalog, access your student record and grades, apply for graduation and more.

[Sign in to ctcLink / Activate Account](#)

[View ctcLink account activation video](#)

Activating Your Account | ctcLink Training



Walk-Through Tutorial

All current GRC students need to activate their new ctcLink account.

When you activate your account, you will be assigned a ctcLink ID and create a password.

Please write it down and keep it safe. You will need your ctcLink ID and password to register for classes.

If you activated your account and you did not write down your new ctcLink ID, see the recovery instructions in this section of tutorials.

ctcLink account activation tutorial



ACCOUNT SETUP

Update Your Preferred Contact

ctcLink Preferred Contact tutorial



Verify Personal Information

Use the Personal Details tile to view and update personal information such as addresses, phone numbers, emergency contacts, gender identity, sexual orientation and more.

- **Update Personal Details/Names (Fluid)**
 1. Go to the [ctcLink login page](#)
 2. Enter your ctcLink ID and password, and click Sign In
 3. Click Student Homepage, then Profile
 4. Your Personal Details will be displayed, and you can review your personal details such as, name, date of birth and social security number.
 5. Listed below is your Primary Name. When you select Primary Name, you can view the legal name that is on file. You cannot update this online.
 - Note: If the information is incorrect or needs to be updated, you must contact [Office of the Registrar](#).
 6. You may add another name by clicking on the plus (+) button. Be sure to indicate which name is Primary and Preferred
 7. Make the desired changes, and when finished, click on Save
-

MANAGE YOUR CTCLINK ACCOUNT

Reset Your ctcLink Password (After account activation)

ctcLink Reset Your Password tutorial



Recover Your ctcLink ID (After account activation)

If you forget your ctcLink ID or didn't write it down, please reach out to the Student Tech Support Desk either on the 2nd floor of the Technology Center Building or Holman Library or through their Zoom Lobby [Virtual Assistance](#) - scroll down to [Student Tech Desk](#) .

CTCLINK MOBILE APP

Get the Mobile App

One exciting feature of ctcLink is an app you can use on your mobile devices. **Search the app store (iPhone) or play store (Android) on your mobile device for “ctcLink” to download and install this free app today.** After you activate your ctcLink account, you'll be able to access ctcLink directly through your mobile device using this app.

Note: You must activate your ctcLink account before using the mobile app or its web-based version.

Step-by-step Guide

■ Mobile ctcLink Reference Center for Students

1. On your mobile device, proceed to the App Store (iOS)/Play Store (Android)
2. Search for, 'ctcLink'
3. Locate the ctcLink app from the search results. Note: The app publisher is WA SBCTC or WA State Board for Community and Technical Colleges
4. Install the app
5. Once installed, open the app and choose whether or not you want to allow notifications
6. Review the Terms and Conditions. Scroll to the bottom and select Agree
7. The list of Institutions will appear. Locate and select Green River College (you may use the search bar to lookup Green River College)
8. Once Green River College is selected, you will be brought to the Green River College ctcLink Homepage. Here, you can access the following:
9. Student Portal
10. Canvas
11. Class Registration
12. Tuition Payment
13. And more!

Using the ctcLink Mobile-Friendly Website

The ctcLink mobile app is a good option for people who use screen readers to interact with digital content. If you would rather not download the app, you can use the [mobile-friendly website](#).

FINANCIAL ACCOUNTS

View Your Aid

ctcLink Reset Your Password tutorial



Check Your Account Balance

ctcLink Tutorial - Check Your Account Balance



Make a Payment

Activating Your Account | ctcLink ...



ctcLink Tutorials - Make a Payment



Enroll in a Payment Plan

ctcLink Tutorials - Make a Payment Plan



View Your 1098-T Tax Form

ctcLink Tutorials - View Your 1098-T Tax Form



REGISTRATION & CLASS INFORMATION

View Your Aid

ctcLink Reset Your Password tutorial



Check Your Account Balance

ctcLink Tutorial - Check Your Account Balance



Find Your Enrollment Date

ctcLink Tutorials - Find Your Enrollment Date



Find Your Enrollment Verification Date

ctcLink Tutorials - Find Enrollment Verification Date



Search and Enroll in Classes (In ctcLink)

Search and Enroll in Classes | ctcLink Training



Search and Enroll in Classes (In My Green River)

Search and Enroll for Classes Through My Green River



ctcLink Tutorials - Search and Enroll in Classes



Look Up My Advisor

ctcLink Tutorials - Look Up My Advisor



Add Yourself to a Class Waitlist

ctcLink Tutorials - Add Yourself to Class Waitlist



View Your Class Schedule

ctcLink Tutorials - View Your Class Schedule



View Academic Progress / "What-if?" Reports

"What-If" Report Tool | ctcLink Training



Step-by-step Guide

- View Academic Progress Display
- View What-If Report - Student (Fluid)

Drop / Withdraw From a Class

ctcLink Tutorial - Drop/Withdraw From a Class



View Your Grades

ctcLink Tutorial - View Your Grades



View / Print Your Unofficial Transcript

ctcLink Tutorial - View/Print Your Unofficial Transcript



Resources

Contact Us

STUDENT SUPPORT

ctcLink
Student Email
My Green River
Navigate 360
Financial Aid
Holman Library
Center for Transformational Wellness
Student Remote Access
Career & Advising Center

EMPLOYEE RESOURCES

Human Resources
Institutional Effectiveness
ctcLink Sign In
GatorNet
Curriculog (formerly CAR/PAR)
Faculty eLearning
Canvas
Gator News
Employee Password Reset

CAMPUS SAFETY

Emergency & Safety Alerts
Just Report It

CONNECT WITH GREEN RIVER

Facebook
Twitter
Youtube
LinkedIn
Instagram

Student Email

Select Language 

[Current Students](#)

[Faculty & Staff](#)

[Give to GRC](#) 

[Quick Links](#)



STUDENT EMAIL

 Section Menu 

[Home](#) / [Students](#) / [Online Services](#) / Student Email

| |
|---|
| <h2>Email Login</h2> <p>Login to your student email using the button below. If you are logging into your email for the first time, your temporary password is your ctcLink number followed by your 6-digit birthdate.</p> |
| <div style="border: 1px solid black; padding: 10px; text-align: center;"><p>Login to My Email</p></div> |
| <h2>Email Lookup</h2> |

Find your student email address using your last name, birthdate, and ctcLink ID.

[Lookup Email](#)

Password Reset

Click on the button below to reset your @student.greenriver.edu account's password.

[Reset @student Password](#)

Your @student.greenriver.edu Emails:

- Any student enrolling in courses is provided a student email address ending in @student.greenriver.edu. You'll want to:
 - [Look up your email](#)
 - [Reset your password](#)
 - Check your new email ending in "@student.greenriver.edu" regularly; it will be how your instructors and advisors contact you.
- ctcLink allows students to use a [preferred name](#). Student email addresses will use your preferred name (if you have entered a preferred name in ctcLink) instead of your primary name. Please use the Email Lookup to find your new email address and continue to use the same password. (You will continue to receive mail sent to your former @student email address).

Login Troubleshooting and Tips:

- Student email accounts and any associated content are now deleted one year after the last quarter you attend Green River College. Deleted means the account and content of the account are removed and not recoverable. That said, if you re-enroll in a course after your account has been deleted, the same email alias/address will be

assigned to you, though you'll not have any of your old emails or contents of your old OneDrive available.

- If you experience trouble accessing your account, first try clearing your browser's cache. If using Internet Explorer, Edge, Google Chrome, or Mozilla Firefox you can quickly clear cache with a keyboard shortcut. While in your browser, press **Ctrl + Shift + Delete** simultaneously on the keyboard to open the appropriate window. Be sure and close/quit the browser and restart it after clearing the cache and cookies. For more information about clearing your cache, visit: [How do I clear my browser cache on a PC?](#) or [How do I clear my browser cache on a Mac?](#)
- [How-to Guide: Download and Save Files from Your OneDrive Accounts](#)

New Email Generation Process

Timeline, as of May 20, 2024:

- Old process, prior to May 20, 2024: Student email address were generated after a student had enrolled in class.
- New process: Student email addresses are generated upon successful admission (application is processed).

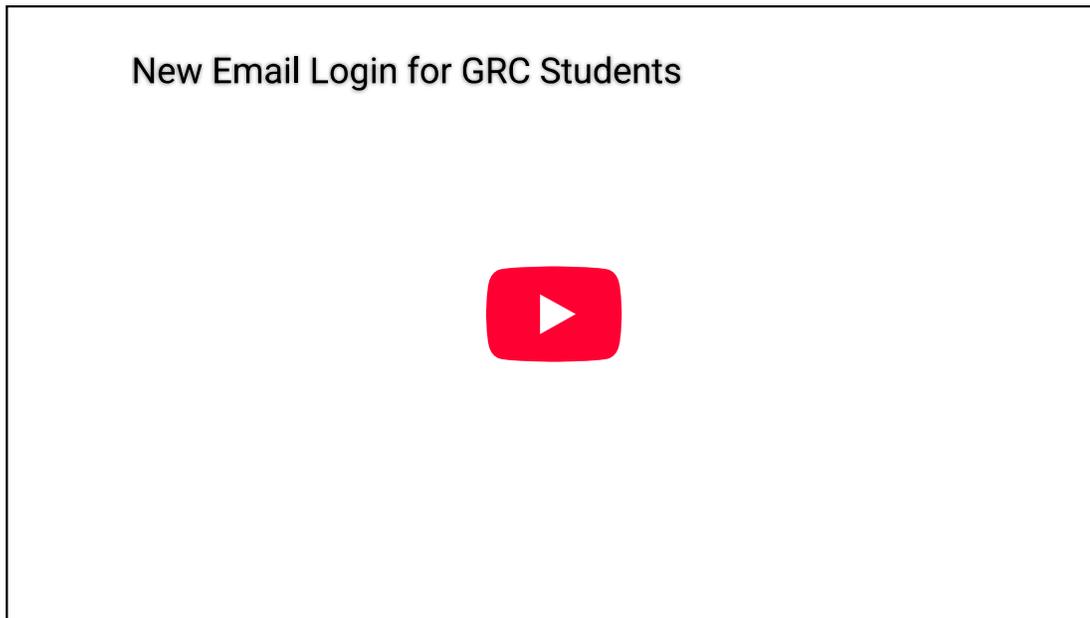
| ACTION | NOTIFICATION | TIMING |
|--|--|---|
| Online Admission Application Portal account creation | Verification email sent to email address used to set up account | immediate |
| Submit Application | Confirmation of submitted application sent to email on application/account | immediate |
| ctcLink ID number creation | No notification is sent, student will show up in ctcLink | Upon application submission, immediate |
| Application Processed | Formal Admission Acceptance Letter sent to preferred email, includes ctcLink ID number | 8:30 p.m., same day application was processed |
| 8:30pm, same day application | Student email account creation | Morning after application was |

| ACTION | NOTIFICATION | TIMING |
|---|--|---|
| was processed | | processed |
| Student loaded into EAB Navigate & Canvas | No notification is sent | Overnight after application was processed, Approx. 5 a.m. |
| Getting Started Steps email | Sent to student email address, from Navigate | 2 p.m. the day after application is processed |

The new email generation process occurred for all students who had their admission processed April 1, 2024, and after. If a student applied prior to April 1, 2024, and has not yet enrolled, they would not have a student email address. Once they enroll, they will get one. No need to reapply for this purpose.

From here out, the email address is generated upon successful admission (application is processed).

New Student Email



Need More Assistance?

IT Student Technology Support Desk

For help looking up your student email address, resetting your password, troubleshooting locked accounts and more, contact the IT Student Help Desk. The following are our Zoom Lobby hours, and if you use the link below to our SHD web page, you'll see additional places to receive help.

Connect Through Zoom

Monday through Thursday: 8AM- 6PM

Friday: 8AM- 2PM

Saturday & Sunday: 2-6PM (voicemail & email only)

Closed all holidays

Zoom Link: <https://zoom.us/j/93843583105?pwd=cGpsN1pUM1J5VzFzZXpnVnE0WXhjUT09>

If needing an account look up, a password or MFA reset, please join us via Zoom and **have your photo ID ready** to show via the camera in order to keep accounts secure.

SHD Translation Schedule

Please have a photo ID ready for any account look up or reset requests.

While most tech help is best done via **Zoom**, some information can be given over the phone: **253-931-6465**

Email: itstudenthelpdesk@student.greenriver.edu

Phone and email reply hours are the same as the Zoom Lobby, with additional responses to voicemails and emails on the weekends from 2-6PM.

Need more info? Visit the Student Technology Support Desk Web Page.

[Student Tech Support Desk Page](#)

Holman Library Staff

The Holman Library Staff is available to guide you through looking up your student email address and resetting your password. [Call](#), [email](#), or [visit us in the library for assistance](#).

Resources

Contact Us

STUDENT SUPPORT

- ctcLink
- Student Email
- My Green River
- Navigate 360
- Financial Aid
- Holman Library
- Center for Transformational Wellness
- Student Remote Access
- Career & Advising Center
- Office of the Registrar
- Disability Support Services
- Counseling Services
- e-Learning
- Placement & Testing Center
- Register to Vote
- MMIWP / WSP

EMPLOYEE RESOURCES

- Human Resources
- Institutional Effectiveness
- ctcLink Sign In
- GatorNet
- Curriculog (formerly CAR/PAR)
- Faculty eLearning
- Canvas
- Gator News
- Employee Password Reset

CAMPUS SAFETY

- Emergency & Safety Alerts
- Just Report It

CONNECT WITH GREEN RIVER

- [Facebook](#)
- [Twitter](#)
- [Youtube](#)
- [LinkedIn](#)
- [Instagram](#)

Multi-Factor Authentication (MFA) Setup Guide for Student

Multi-Factor Authentication (MFA) Setup Guide for Students

Enabling Multi-Factor Authentication (MFA) will prevent scammers from getting access to the student's account by requiring authentication via another device. If the student's account gets marked as a spammer 3 times by Microsoft, Microsoft will permanently block the account. Please enable MFA to prevent this, and in cases where the account has been compromised and locked, so that IT can safely re-enable the account.

Note: It is highly recommended to set up two forms of authentication so that if access to one method of authentication is lost, access to security methods and access to the app for that account can still be granted.

- If access is lost, after confirming the identity of the student, please contact the IT helpdesk with the student's name, GRC email, and alternate email so that they can generate a case to configure the student's account to ask for new MFA contact options on their next logon attempt.

Setup MFA Using the Microsoft Authenticator App

1. Configure your GRC student email account to use the MS Authenticator app for MFA
 - a. Ideally using a computer instead of your smartphone (though you can use your phone), sign into Outlook.com using your @student.greenriver.edu email
 - i. If the user already has a Microsoft account logged in on their device, you may need to use an inprivate/incognito browser.
 - b. Click on their User icon (picture or initials) > My account > Security Info > Add method > Select "Authenticator App" (use <https://mysignins.microsoft.com/security-info> as a shortcut for the previous two bullet points)
 - c. Press "Add Method" – [Figure App.1.c](#)
 - d. Select Authenticator App and press "Next" – [Figure App.1.d](#)
 - e. Press "Next" – [Figure App.1.e](#)
 - f. Press "Next" again and a QR code will come up – ([Figures App.1.f.1 and App.1.f.2](#))
2. Install and configure the Microsoft Authenticator App on your smartphone
 - a. Install the Microsoft Authenticator app from your phone's app store
 - b. Open the app on the phone and press "I agree" on the Microsoft Privacy screen – [Figure App.2.b](#)
 - c. Press "Scan a QR Code" – [Figure App.2.c](#)
 - i. If the user presses "Add work or school account" or "Microsoft account" instead of "Scan a QR code", it will take them to an external site, do not continue. Direct them out of the external site and back to the app on their phone.
 1. If using an Android phone press "Finish."
 2. On iOS and Android press "Add Account" > press "Work or School" > press "Scan QR Code")
 - d. Allow the Authenticator app to take pictures and record videos when it asks on the phone. On Android – [Figure App.2.d.1 or on iOS – Figure App.2.d.2.](#)
 - e. Scan the QR code on your computer – [Figure App.2.e](#)

- i. If on iOS enable notifications here when prompted and skip the next two steps (steps 2.e.f and 2.e.g) – [Figure App.2.e.i](#)
 - ii. If you cannot scan the QR code,
 1. On the website press “Can’t scan image?” – [Figure App.2.e.ii.1](#)
 2. On the app press “OR ENTER CODE MANUALLY” – [Figure App.2.e.ii.2](#)
 3. Enter Code located on the app into the box on the website
 - f. Press “OK” on the Authenticator app and enable “App Lock” – [Figure App.2.f](#)
 - g. Press “Got It” on the Authenticator app – [Figure App.2.g](#)
 - h. On the app under Authenticator your Student Email will show up – [Figure App.2.h](#)
 - i. On the computer, press “Next”, you will be prompted to approve a notification sent to your Authenticator app. – [Figure App.2.i](#)
 - j. On the Authenticator app press “Approve” – [Figures App2.i.1 and App2.i.2](#)
 - k. On the computer press “Next” – [Figure App.2.k](#)
 - l. On the website you will now see the new method set up – [Figure App.2.l](#)
3. Your Microsoft Authenticator App is now setup to receive MFA prompts.
 - a. **Optional:** Please configure a second MFA contact option to a different device in case this one is lost or damaged.

For Android Devices

1. Make sure notifications are enabled for the Authenticator app on the Android device
 - a. On the Authenticator app, press on the ellipsis in the upper right corner of the screen.
 - b. Press on “Settings” – [Figure Android.1.b](#)
 - c. Make sure “sound” or “vibrate” notifications are enabled – [Figure Android.1.c](#)

For iOS Devices

1. Make sure App Lock is enabled on the iOS device
 - a. On the Authenticator app, press the hamburger button in the upper left corner of the screen. – [Figure iOS.1.a](#)
 - b. Press “Settings”, scroll to “Security”, and find “App Lock”, then toggle it on – [Figures iOS.1.b.1 and iOS.1.b.2](#)

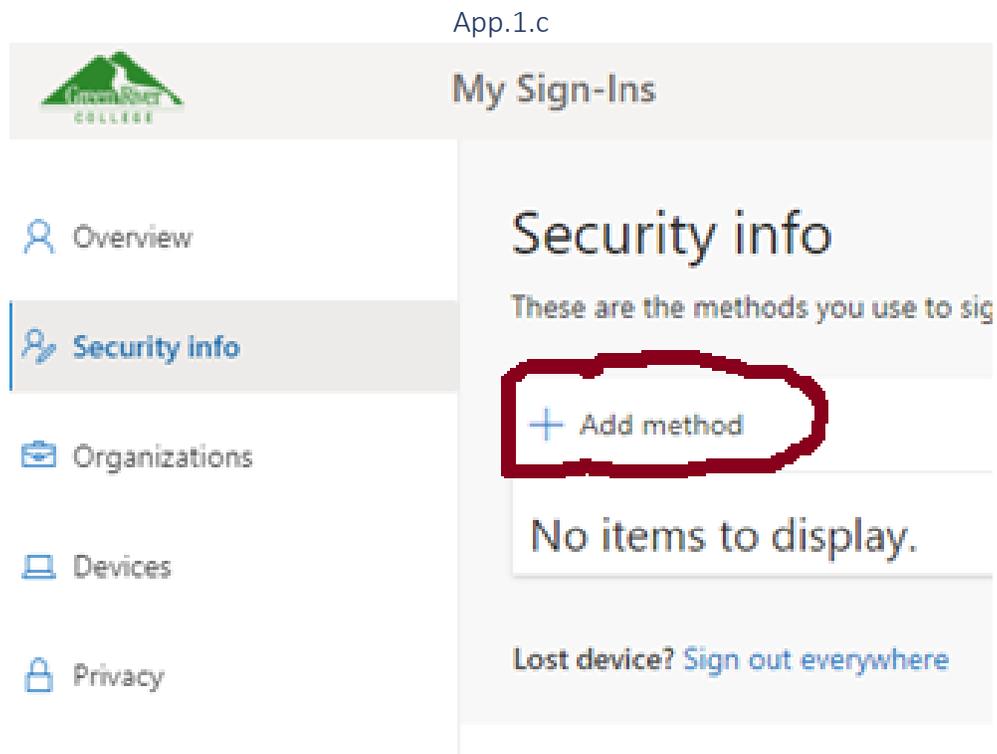
Setup MFA Using a Phone Number

1. Configure your GRC student email account to use your phone for MFA
 - a. Ideally using a computer instead of your phone (though you can use your phone), sign into Outlook.com using your @student.greenriver.edu email
 - i. If the user already has a Microsoft account logged in on their device, you may need to use an inprivate/incognito browser.
 - b. Click on their User icon (picture or initials) > My account > Security Info > Add method > Select “Authenticator App” (use <https://mysignins.microsoft.com/security-info> as a shortcut for the previous two bullet points)
 - c. Press “Add Method” – [Figure Phone.1.c](#)
 - d. Select “Phone” from the dropdown menu - [Figure Phone.1.d](#)
 - e. Enter your phone number – [Figure Phone.1.e](#)

- f. Select “Text me a code” or “Call me” – [Figure Phone.1.f](#)
 - g. Press “Next”
 - h. Enter the code that was sent to the phone on the computer – [Figure Phone.1.h](#)
 - i. Press “Next”
 - j. On the computer press “Done” – [Figure Phone.1.j](#)
2. Your phone is now setup to receive MFA codes.
 - a. **Optional:** Please configure a second MFA contact option to a different device in case this one is lost or damaged.

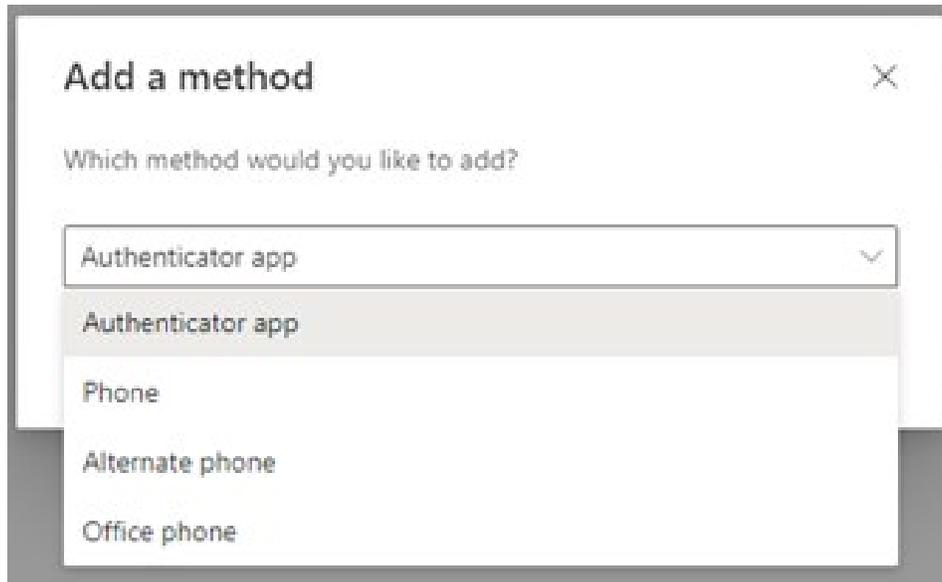
Screenshots

Screenshots for MFA via Microsoft Authenticator App



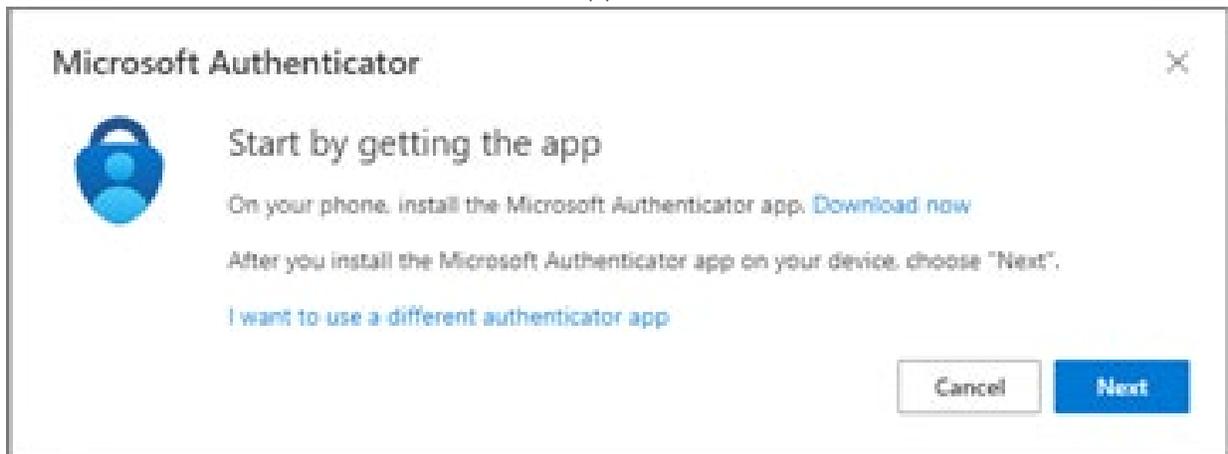
[Return to instructions](#)

App.1.d



[Return to instructions](#)

App.1.e



[Return to instructions](#)

App.1.f.1 and App.1.f.2

Microsoft Authenticator



Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

Back

Next

(Sample QR code below, do not scan)

Microsoft Authenticator



Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



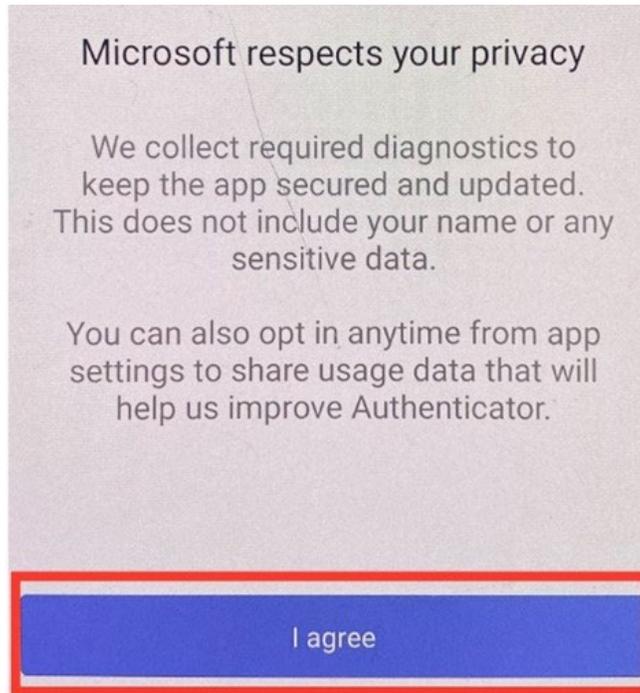
Can't scan image?

Back

Next

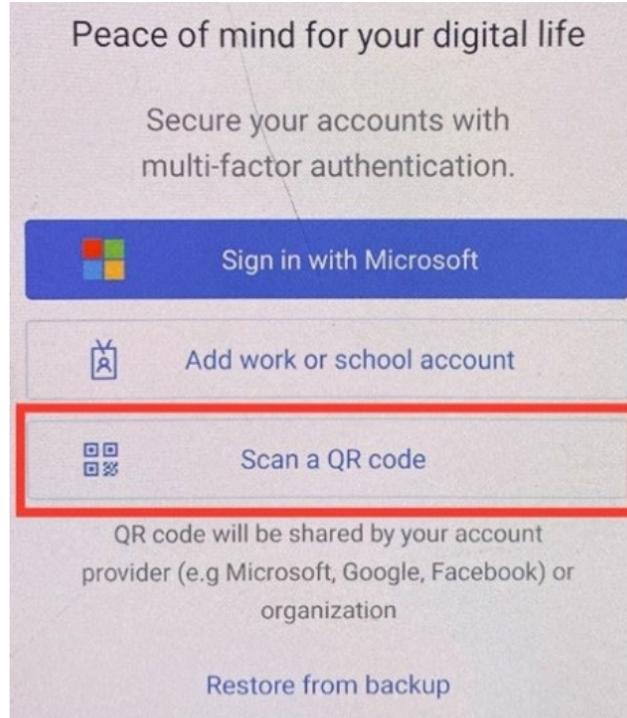
[Return to instructions](#)

App.2.b



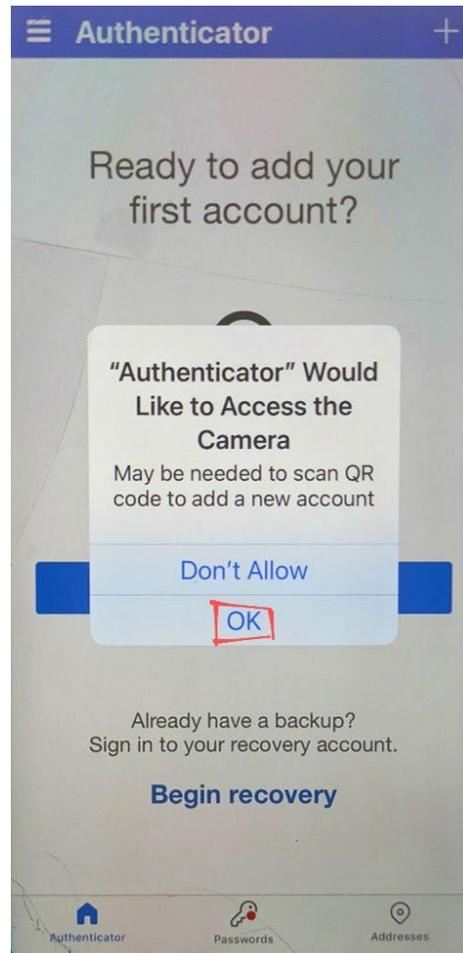
[Return to instructions](#)

App.2.c



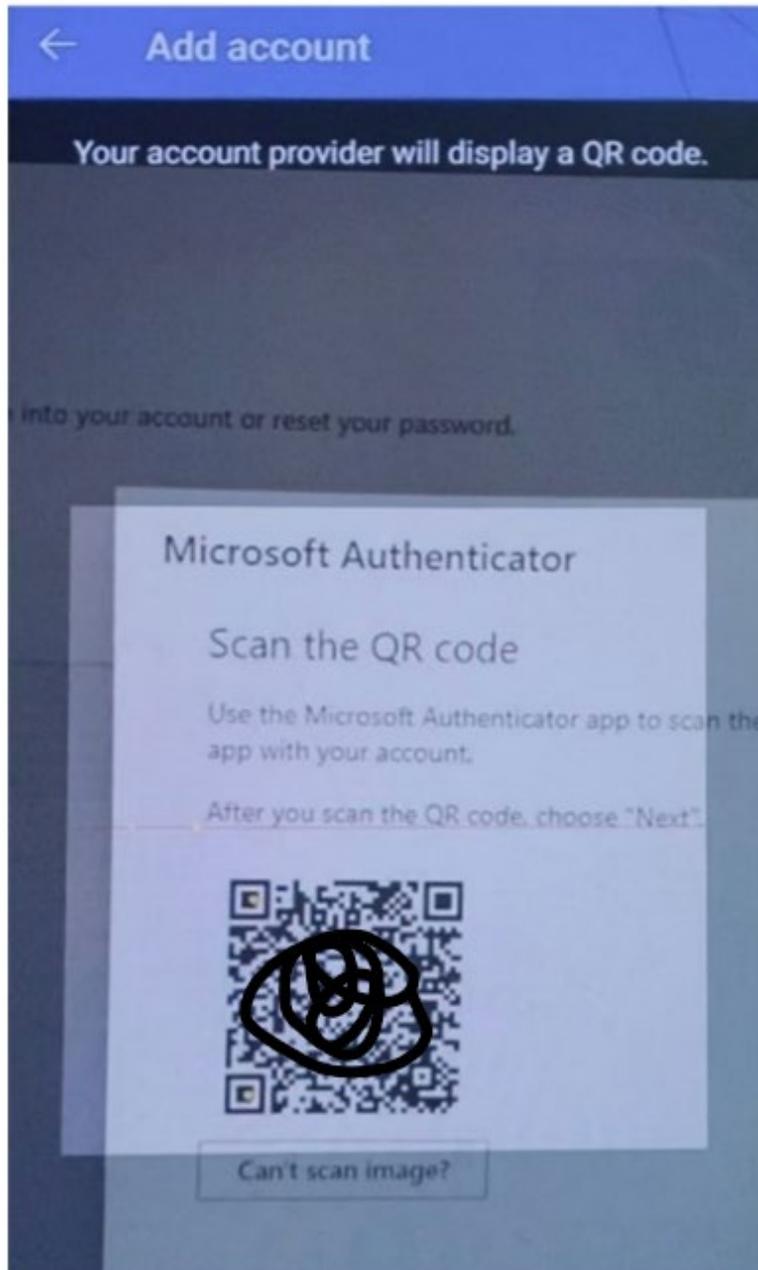
[Return to instructions](#)

App.2.d.1 and App.2.d.2



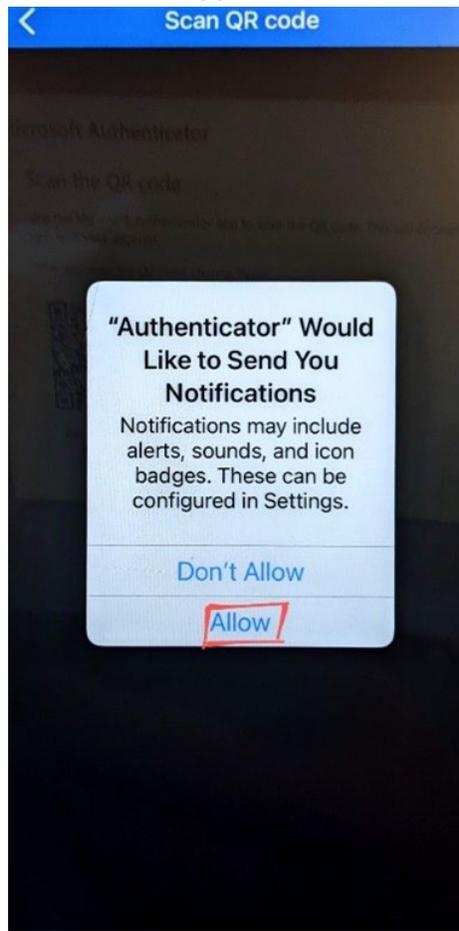
[Return to instructions](#)

App.2.e



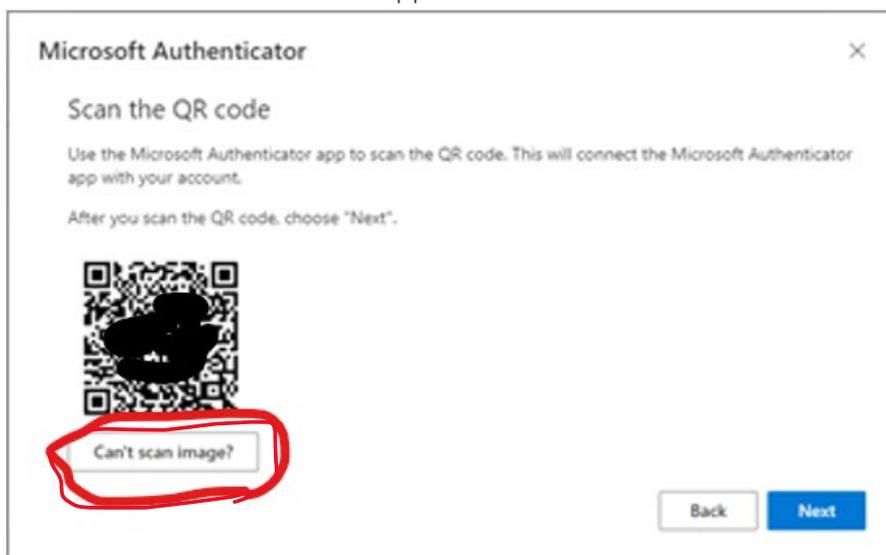
[Return to instructions](#)

App.2.e.i



[Return to instructions](#)

App.2.e.ii.1



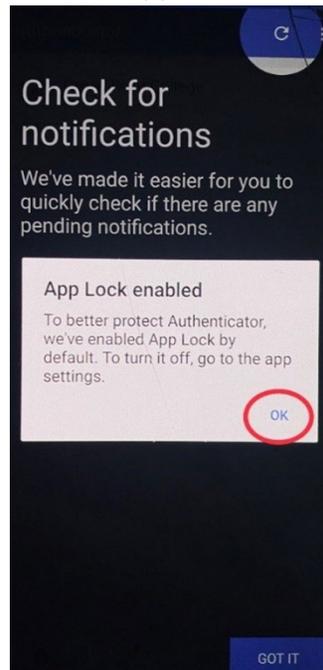
[Return to instructions](#)

App.2.e.ii.2



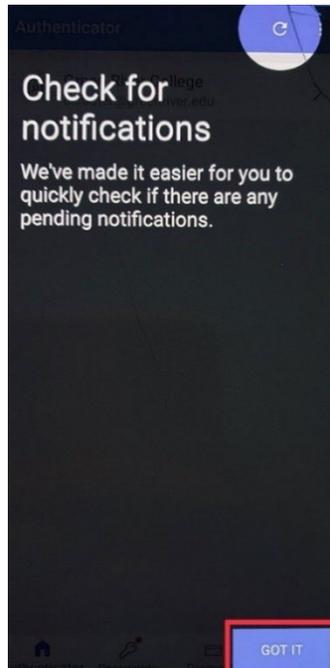
[Return to instructions](#)

App.2.f



[Return to instructions](#)

App.2.g



[Return to instructions](#)

App.2.h



[Return to instructions](#)

App.2.i

Microsoft Authenticator



Let's try it out

Approve the notification we're sending to your app.

Back

Next

[Return to instructions](#)

App.2.j.1 and App.2.j.2



[Return to instructions](#)

App.2.k

Microsoft Authenticator



 Notification approved

Back

Next

[Return to instructions](#)

App.2.l

Security info

These are the methods you use to sign into your account or reset your password.

Set default sign-in method

 Add method

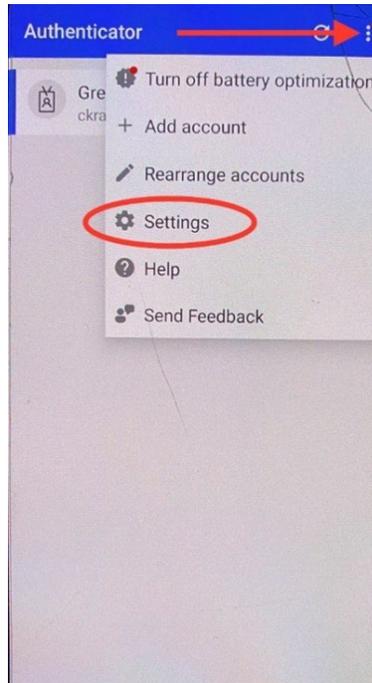
 Microsoft Authenticator

Lost device? [Sign out everywhere](#)

[Return to instructions](#)

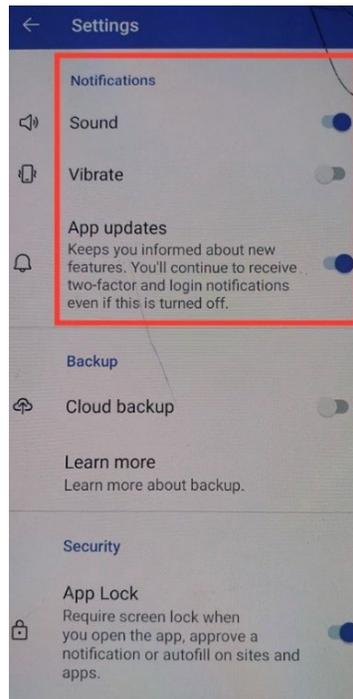
Screenshots for Android Devices

Android.1.b



[Return to instructions](#)

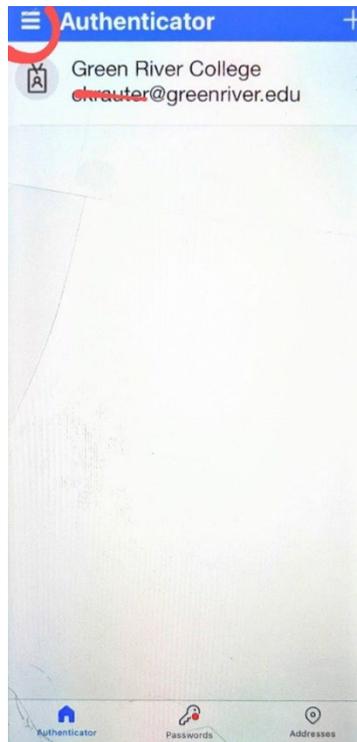
Android.1.c



[Return to instructions](#)

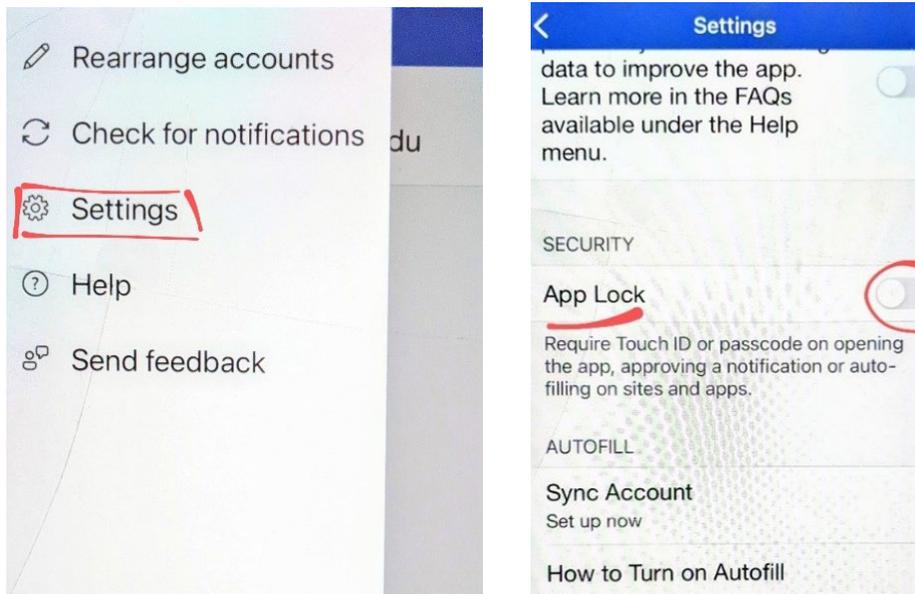
Screenshots for iOS Devices

iOS.1.a



[Return to instructions](#)

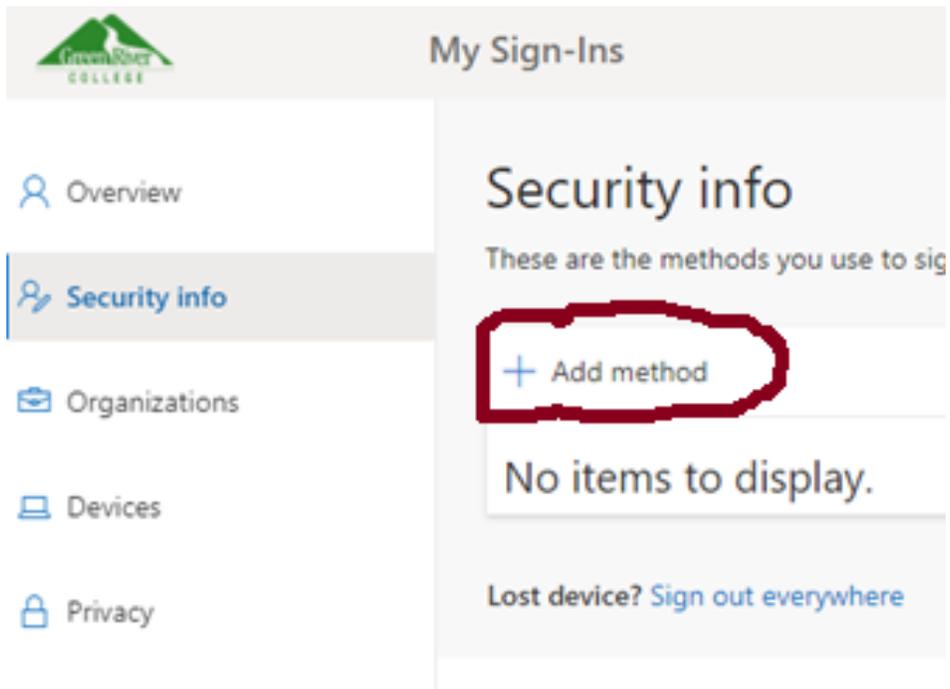
iOS.1.b.1 and iOS.1.b.2



[Return to instructions](#)

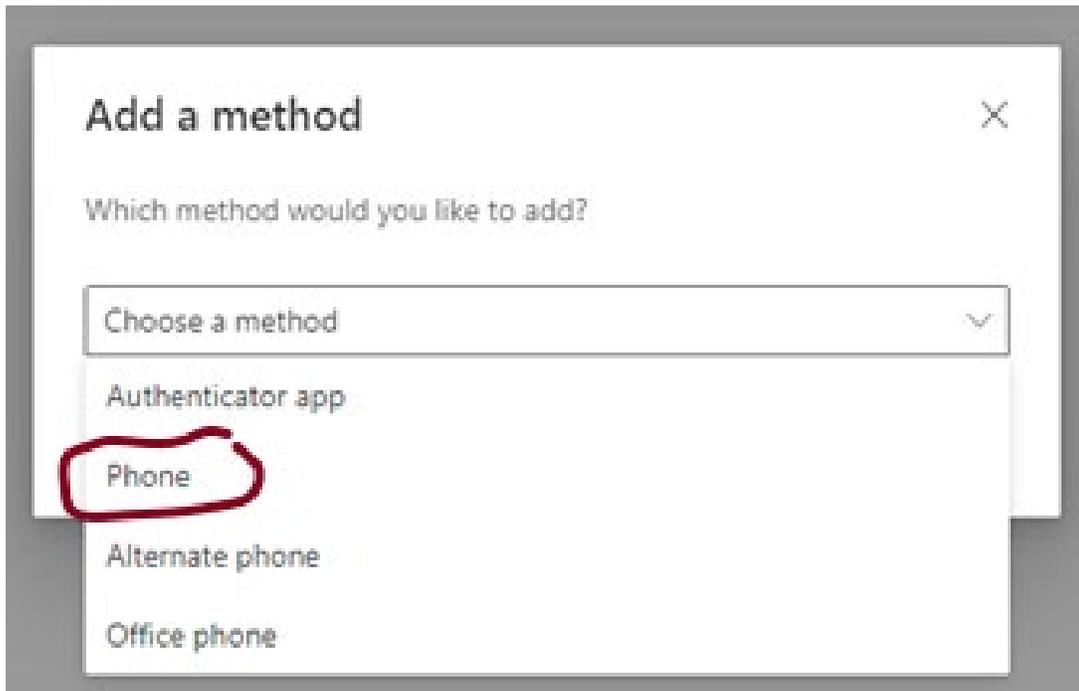
Screenshots for MFA via a Phone Number

Phone.1.c



[Return to instructions](#)

Phone.1.d



[Return to instructions](#)

Phone.1.e

The screenshot shows a 'Phone' dialog box with a close button (X) in the top right corner. The text inside reads: 'You can prove who you are by answering a call on your phone or texting a code to your phone.' Below this is the question 'What phone number would you like to use?'. There is a dropdown menu for the country, currently set to 'United States (+1)'. To the right of the dropdown is a text input field containing the placeholder 'xxx-xxx-xxxx', which is circled in red. Below the input field are two radio buttons: 'Text me a code' (which is selected) and 'Call me'. At the bottom, there is a note: 'Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement.' and two buttons: 'Cancel' and 'Next'.

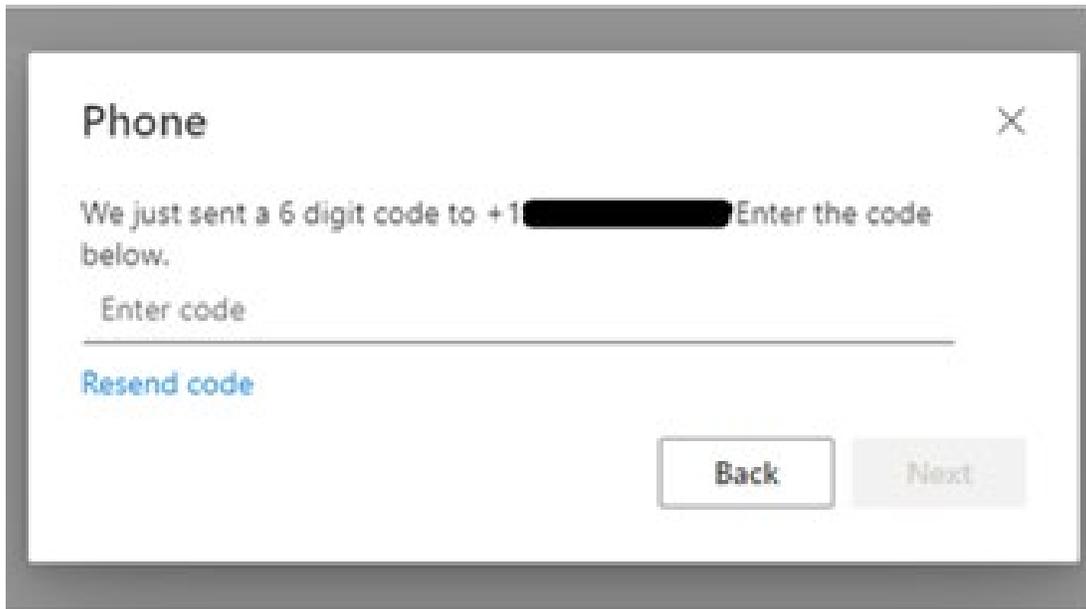
[Return to instructions](#)

Phone.1.f

The screenshot shows the same 'Phone' dialog box as in the previous image. The text and layout are identical. However, in this version, the 'Text me a code' radio button is circled in red. The phone number input field is now empty, and the 'Next' button is disabled (greyed out).

[Return to instructions](#)

Phone.1.h



Phone ✕

We just sent a 6 digit code to +1 [REDACTED] Enter the code below.

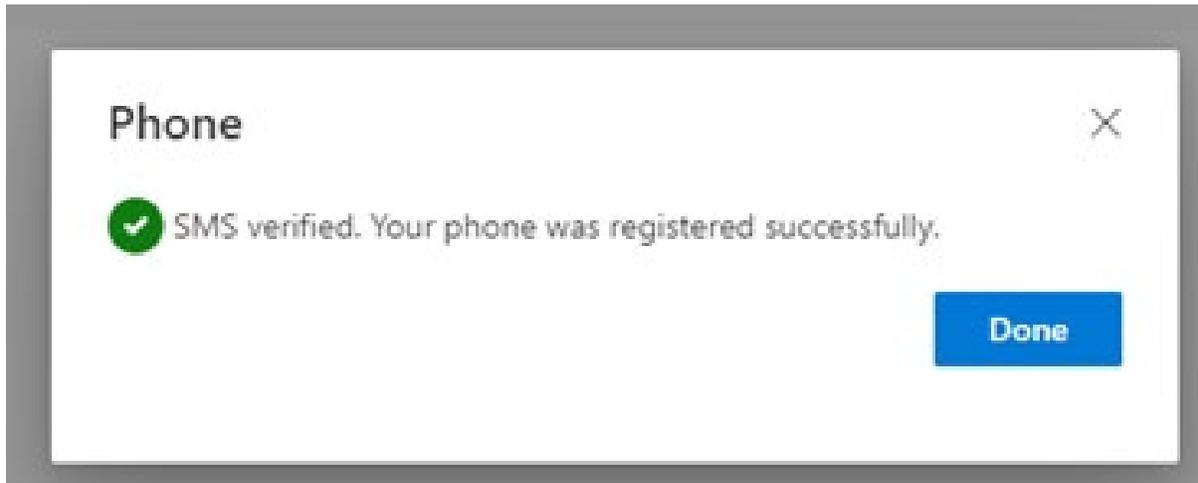
Enter code

[Resend code](#)

Back **Next**

[Return to instructions](#)

Phone.1.j



Phone ✕

 SMS verified. Your phone was registered successfully.

Done

[Return to instructions](#)

Canvas Login

Select Language

[Current Students](#)[Faculty & Staff](#)[Give to GRC](#) [Quick Links](#)[Home](#) / [Canvas Login](#)

Canvas Access Options

Current Student and Employee Login

- Students: Use your official Green River College email and that email's password to login.
- Employees: Use your official Green River College email and that email's password to login.
 - If the screen just refreshes and doesn't let you in, email elearning@greenriver.edu.

[Current Student and Employee Login](#)

Continuing Ed and Contractors Login

- Continuing Education (CE) Students:
 - If you have not been given a Green River email, you should use the personal email address you signed up with to login with the password provided to you by eLearning.

- If you've been given a Green River email, use the "Current Student & Employee Login" link.
- Contractors:
 - Use this login if you are a contractor with the college and do not have Green River login credentials. Use your official work email address with the password provided to you by eLearning.

CE Students & Contractors Login

Need Help?

Email

- Don't know your new email? [Look-up your email](#) and [set or reset your password](#).
- Need more help with email? Go to our [GRC Student Email Webpage](#).

Technical Support

- Get Canvas 24/7 Help: Call (425) 429-2005 or [Chat](#)
- [GRC Student Help Desk](#): Call (253) 931-6465 or [Zoom](#) (ID: 938 4358 3105 Passcode: 98092)
- GRC eLearning: Email elearning@greenriver.edu or Call (253) 288-3354
- Go to our [Student eLearning Website](#) for more information on educational technology.

Email Address & Password

Holman Library



GRC Holman Library / Student Technology and Logins / Email Address & Password

Student Technology and Logins

GRC Logins, Technology Support Desks, On-Campus Technology (computer labs, printing...etc.), Remote Technology (OneDrive, Zoom..etc.), Software Programs, Library Account

Student Technology and Logins

Email Address & Password

GRC LOGINS

Email Address & Password

MFA (multi-factor authentication)

ctcLink (class registration) [↗](#)

Canvas

TECHNOLOGY SUPPORT ▼

ON-CAMPUS TECHNOLOGY ▼

REMOTE TECHNOLOGY ▼

SOFTWARE PROGRAMS ▼

LIBRARY ACCOUNT & DATABASES ▼



- Go to...**
- LIBRARY HOME PAGE
(<https://www.greenriver.edu/campus/offices/resources/holman-library/index.html>)
 - Search Collections & Databases
(<https://libguides.greenriver.edu/c.php?g=1401588>)
 - Borrowing & Circulation
(<https://libguides.greenriver.edu/c.php?g=1402373>)
 - Research & Academic Support
(<https://libguides.greenriver.edu/c.php?g=1403434>)
 - Faculty Support
(<https://libguides.greenriver.edu/c.php?g=1403456>)
 - About the Library
(<https://libguides.greenriver.edu/c.php?g=1403447&p=10385860>)

- Log In to Student Email & MFA (#s-lib-ctab-32636369-0)
- Look Up Your Email or Reset Your Password (#s-lib-ctab-32636369-1)
- Turn Off Email Auto Forwarding (#s-lib-ctab-32636369-2)
- Keep Your Email Account Safe (#s-lib-ctab-32636369-3)
- Community Computer Access Card (#s-lib-ctab-32636369-4)
- Email FAQs & Troubleshooting Help (#s-lib-ctab-32636369-5)

Log in to Student Email

All Students

- Your GRC student email address (that ends in @student.greenriver.edu) is used to log in to many computer systems on campus. In addition, you are expected to check student email for important campus communications.
- You are required to set up MFA (multi-factor authentication) to log on. (see link at bottom of page)

New Students

- Students are issued a student email address (ends in @student.greenriver.edu) 4-6 business days after they apply to Green River College via ctclink. They will receive notification of that email address via the personal email address they used when they applied in ctclink.
- If you are logging in for the first time, your temporary password will be **your ctclink number followed by your 6-digit birthdate**. You will then be prompted to create a new password that is 15 characters in length and to enable MFA (multi-factor authentication)

Either click the link below

- Student Email Help (<https://www.greenriver.edu/students/online-services/student-email.html>)

Log in, look up your GRC student email address or reset your password

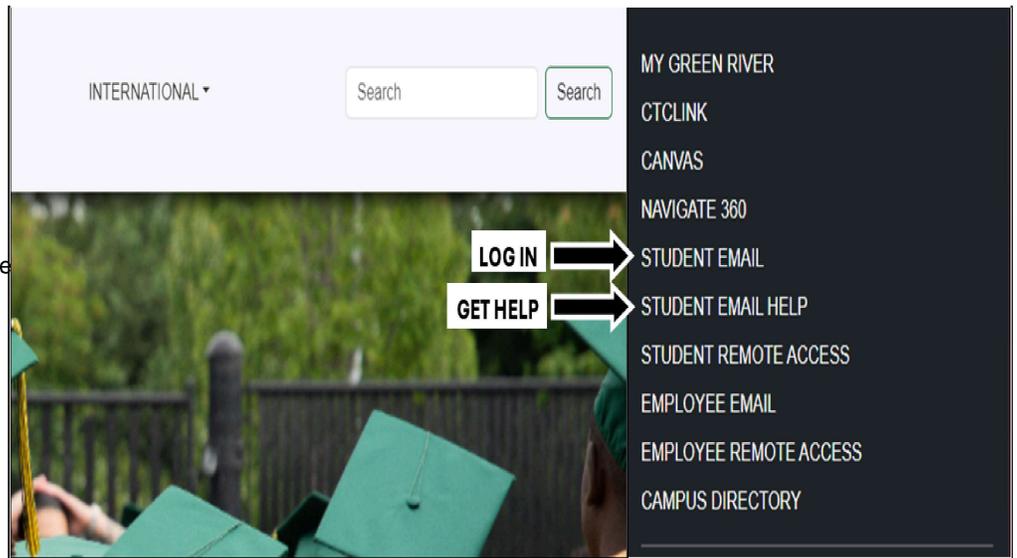
OR

1. Go to the GRC homepage (www.greenriver.edu)
2. Click on "Quick Links" in the upper right-hand corner
3. Click "Student Email" or "Student Email Help"



Get help in-person or online with any technical question or problem:

- Student Technology Support Desk
(<https://www.greenriver.edu/student-support-and-services/student-technology-support.html>)
For assistance with technology issues including student email, Canvas, ctcLink, Password help, MFA (multi-factor authentication), Office 365 and more.
- Ask a Question
(<https://libguides.greenriver.edu/c.php?g=1403447&p=10933148>)
Get help in-person, by email, phone, or 24/7 chat from a librarian!
more...
(javascript:void(0);)



(https://d2jv02qf7xgjwx.cloudfront.net/accounts/22052/images/EMAIL_2024_2.png)

Login via Quick Links on the GRC homepage (click image to enlarge) (image attribution: Holman Library)

Enable MFA

- MFA (multi-factor authentication)
(<https://www.greenriver.edu/students/media/documents/student-help-desk/mfa-setup-guide.pdf>)



Related Pages

- MFA (multi-factor authentication)
(<https://www.greenriver.edu/students/media/documents/student-help-desk/mfa-setup-guide.pdf>)

MFA (multi-factor authentication)

Holman Library



GRC Holman Library / Student Technology and Logins / MFA (multi-factor authentication)

Student Technology and Logins

Search this Group Search

GRC Logins, Technology Support Desks, On-Campus Technology (computer labs, printing...etc.), Remote Technology (OneDrive, Zoom..etc.), Software Programs, Library Account

**Student Technology
and Logins**

MFA (multi-factor authentication)

GRC LOGINS

**Email Address &
Password**

**MFA (multi-factor
authentication)**

**ctcLink (class
registration) [↗](#)**

Canvas

**TECHNOLOGY
SUPPORT** ▼

**ON-CAMPUS
TECHNOLOGY** ▼

**REMOTE
TECHNOLOGY** ▼

**SOFTWARE
PROGRAMS** ▼

**LIBRARY ACCOUNT
& DATABASES** ▼

MFA Setup

MFA (multi-factor authentication) is required for all students logging in to Microsoft products at Green River College, including email and OneDrive.

MFA is a security measure needed to help prevent unauthorized access to student accounts and to keep them safe.

MFA requires students to log on using a password and another factor (authenticator app, phone number or hand-held security key) to verify student identity.

Choose an MFA option that works best for you:

-  MFA Setup - Microsoft App (https://libguides.greenriver.edu/ld.php?content_id=83168628)

It is highly recommended that you complete the following steps on a Computer/Laptop/Tablet with your cell phone on hand.

-  MFA Setup - Phone Number (https://libguides.greenriver.edu/ld.php?content_id=83168609)

It may be easier to complete the following steps on a Computer/Laptop/Tablet with the cell phone you wish to use as an authentication device on hand.

-  MFA Setup - Security Key (https://libguides.greenriver.edu/ld.php?content_id=83169969)

You will need to have another method (phone or authenticator) already on your MFA before you can add a Security Key.

If you do not have a mobile device, do not want to add your personal device, or do not have a Security Key, contact the Student Technology Support Desk for assistance.

Canvas

Holman Library



GRC Holman Library / Student Technology and Logins / Canvas

Student Technology and Logins

GRC Logins, Technology Support Desks, On-Campus Technology (computer

labs, printing...etc.), Remote Technology (OneDrive, Zoom..etc.), Software Programs, Library Account

**Student Technology
and Logins**

Canvas

GRC LOGINS

**Email Address &
Password**

**MFA (multi-factor
authentication)**

**ctcLink (class
registration) [↗](#)**

Canvas

**TECHNOLOGY
SUPPORT** ▼

**ON-CAMPUS
TECHNOLOGY** ▼

**REMOTE
TECHNOLOGY** ▼

**SOFTWARE
PROGRAMS** ▼

**LIBRARY ACCOUNT
& DATABASES** ▼

Go to...

- LIBRARY HOME PAGE
(<https://www.greenriver.edu/campus/campus-resources/holman-library/index.html>)
- Search Collections & Databases
(<https://libguides.greenriver.edu/c.php?g=1401588>)
- Borrowing & Circulation
(<https://libguides.greenriver.edu/c.php?g=1402373>)
- Research & Academic Support
(<https://libguides.greenriver.edu/c.php?g=1403434>)
- Faculty Support
(<https://libguides.greenriver.edu/c.php?g=1403456>)
- About the Library
(<https://libguides.greenriver.edu/c.php?g=1403447&p=10385860>)

How to log in to Canvas (#s-lib-ctab-34459869-0)

How to log in to Canvas

Use your student email account ending in @student.greenriver.edu and password to log in to Canvas.

For help finding or setting up your student email address and password:

- Email Address & Password (<https://libguides.greenriver.edu/c.php?g=1398644&p=10346782>)

Option A:

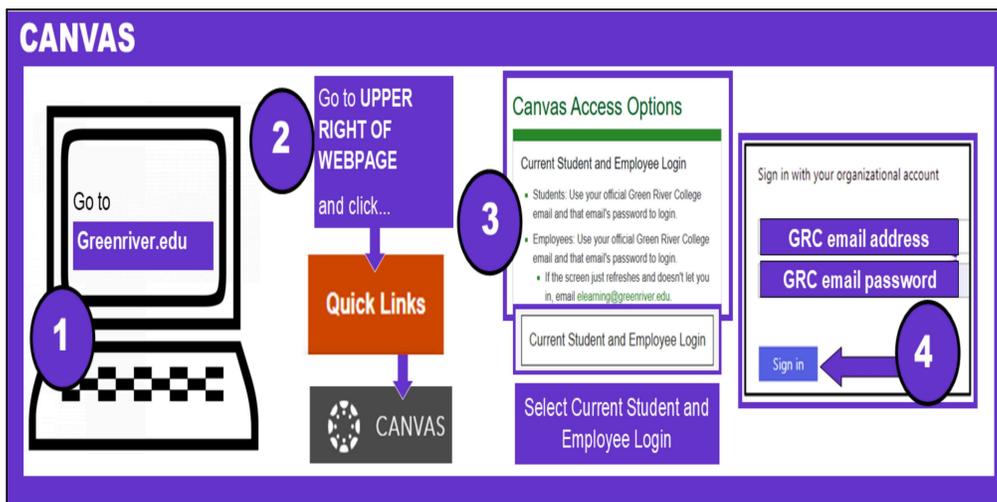
1. Click:

- Canvas Login (<https://egator.greenriver.edu>)
The login to Canvas at Green River College.

2. Enter your Green River student email address and password

Option B:

1. Go to greenriver.edu (<https://greenriver.edu/>), the Green River College homepage.
2. Click on **QUICK LINKS** in the upper right corner of the homepage, and select Canvas.
3. Click on Current Student and Employee Login.
4. Type in your Green River email address and password.



(https://d2jv02qf7xgjwx.cloudfront.net/accounts/22052/images/Canvas_2025.png)

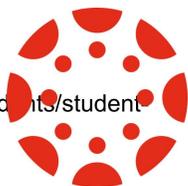
Canvas login steps on Green River College website (click image to enlarge)

Get help in-person or online with any technical question or problem:

Related Pages

- [Email Address & Password \(https://libguides.greenriver.edu/c.php?g=1398644&p=10346782\)](https://libguides.greenriver.edu/c.php?g=1398644&p=10346782)

- [Student Technology Support Desk \(https://www.greenriver.edu/students/student-support-and-services/student-technology-support.html\)](https://www.greenriver.edu/students/student-support-and-services/student-technology-support.html)



[Canvas Support \(https://libguides.greenriver.edu/studenthome\)](https://libguides.greenriver.edu/studenthome)
classes

For assistance with technology issues including student email, Canvas, ctcLink, Password help, MFA (multi-factor authentication), Office 365 and more.

- [Ask a Question \(https://libguides.greenriver.edu/c.php?g=1403447&p=10933148\)](https://libguides.greenriver.edu/c.php?g=1403447&p=10933148)

Get help in-person, by email, phone, or 24/7 chat from a librarian!

more...

(javascript:void(0);)

2.G.7 EV.#2 / Section 2

Family Educational Rights and Privacy Act (FERPA)

October 20, 2025 08:48 AM

! Canvas outage

Canvas is experiencing issues due to an ongoing AWS incident. We are working on recovering as soon as possible. You can follow the status of the issue at <https://health.aws.amazon.com/health/status> and <https://status.instructure.com/>

Close

Select Language



Powered by Google Translate

Current Students

Faculty & Staff

Give to GRC

Quick Links



STUDENT'S RIGHTS

Section Menu ▾

[Home](#) / [Students](#) / [Academics](#) / [Office of the Registrar](#) / [ferpa](#) / [Student's Rights](#)

Student's Rights

The Family Educational Rights and privacy Act (FERPA) affords *eligible students** certain rights with respect to their education records.

1. The right to review and inspect the student's education records. Photocopies are not covered by FERPA.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.
3. The right to insert into their education records a written explanation about the content of such records.
4. The right to challenge in a hearing the content of their education records, to ensure that they are not inaccurate, misleading, or in violation of their privacy rights.
5. The right to nondisclosure without prior consent of their education records, or of any information in those records that could reasonably reveal the eligible student's identity. FERPA allows nonconsensual disclosures of education records under certain limited circumstances.
6. The right to receive notice before their directory information is made public if the educational institution they attend plans to release that information from their education records.
7. The right to request nondisclosure of directory information without prior consent.
8. The right to be notified when an educational institution receives a subpoena or court order requiring disclosure of their education records before the institution complies with the request, except when such disclosure is prohibited by law or the authority issuing the order.
9. The right to be notified by the educational institution of their rights under FERPA.
10. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Green River College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education

Privacy

October 20, 2025 08:48 AM

! Canvas outage

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[Close](#)Select Language Powered by  Google Translate[Current Students](#)[Faculty & Staff](#)[Give to GRC !\[\]\(15611869979b36bd4de6926b60e559e0_img.jpg\)](#)[Quick Links](#)

PRIVACY

AT GREEN RIVER COLLEGE

 Section Menu [Home](#) / [Privacy](#)

Privacy Notice

Section A. Introduction

Thank you for visiting the Green River College Web site and reviewing our Privacy Notice. This statement addresses collection, use and security of and access to information that may be obtained through use of Green River College. This notice covers the following topics:

- Information Collected and How it is Used
- Personal Information and Choice
- Public Access to Information
- Nondisclosure of Certain Personal Information
- Review and Correction of Personally Identifiable Information
- Cookies and applets
- Security
- Disclaimer
- Contact Information

Section B. Information Collected and How it is Used

If you do nothing during your visit to our website but browse, read pages, or download information, we will gather and store certain information about your visit. This information does not identify you personally. We automatically collect and store the following information about your visit:

October 20, 2025 08:48 AM

Canvas outage

Canvas is experiencing issues due to an ongoing AWS incident. We are working on recovering as soon as possible. You can follow the status of the issue at <https://health.aws.amazon.com/health/status> and <https://status.instructure.com/>

4. The Web pages or services you accessed at this site; and
5. The website you visited prior to coming to this website.

The information we automatically collect or store is logged and used by Green River College only to improve the content of our Web services and to help us understand how people are using our services. Green River College analyzes the Web site logs to determine how our Web site is being used, so that we may continually improve the site's usefulness to the public.

What we collect if you volunteer information

If during your visit to our website you participate in a survey, send an email, or perform some other transaction on-line, the following additional information will be collected:

1. The email address, and contents of email, for those who communicate with us via email.
2. Information volunteered in response to a survey.
3. Information volunteered through an on-line form for any other purpose.

The information collected is not limited to text characters and may include audio, video, and graphic information formats you send us.

We use your email to respond appropriately. This may be to respond to you, to address issues you may identify, to further improve our Web site, or to forward the email to another agency for appropriate action. Survey information is used to gather data on specific topics relevant to the college. Information from other on-line forms is used only for the purpose stated on the form.

Section C. Personal Information and Choice

You may choose whether to provide personal information on-line.

“Personal information” is information about a natural person that is readily identifiable to that specific individual. Personal information includes such things as an individual's name, address, and phone number. A domain name or Internet Protocol address is not considered personal information.

We collect no personal information about you unless you voluntarily provide it to us by sending us email, participating in a survey, or completing an online form. You may choose not to contact us by email, participate in a survey or to provide any personal information using an online form. Your choice to not participate in these activities will not impair your ability to browse the Green River College Web site and read or download any information provided on the site.

If personal information is requested on the Web site or volunteered by the user, state law and the federal Privacy Act of 1974 may protect it. However, this information is a public record once you provide it, and may be subject to public inspection and copying if not protected by federal or state law.

October 20, 2025 08:48 AM

Canvas outage

Canvas is experiencing issues due to an ongoing AWS incident. We are working on recovering as soon as possible. You can follow the status of the issue at <https://health.aws.amazon.com/health/status> and <https://status.instructure.com/>

information requested from or volunteered by children online or by email will be treated the same as information given by an adult, and may be subject to public access.

Section D. Public Access to Information

In the State Of Washington, laws exist to ensure that government is open and that the public has a right to access appropriate records and information possessed by state government. At the same time, there are exceptions to the public's right to access public records that serve various needs including the privacy of individuals. Exceptions are provided by both state and federal laws.

All of the information collected at this site becomes public records that may be subject to inspection and copying by members of the public, unless an exemption in law exists. [RCW 42.56.070](#) states that:

Each agency, in accordance with published rules, shall make available for public inspection and copying all public records, unless the record falls within the specific exemptions of the Public Records Act or other statute which exempts or prohibits disclosure of specific information or records.

To the extent required to prevent an unreasonable invasion of personal privacy interests protected by [RCW 42.56.210](#) and [42.56.320](#), an agency shall delete identifying details in a manner consistent with [RCW 42.56.210](#) and [RCW 42.56.320](#) when it makes available or publishes any public record; however, in each case, the justification for the deletion shall be explained fully in writing.

In the event of a conflict between this Privacy Notice and the Public Records Act or other law governing the agency's disclosure of records, the Public Records Act or other applicable law will control.

Section E. Nondisclosure of Certain Personal Information

Green River College may require you to provide certain personal information in order to pay tuition and fees online. The information is required in order to verify your identity and to verify your credit card number and its expiration date. You may choose not to provide this information, but if you choose not to provide it we will be unable to apply tuition and fee payment online, and you will have to pay your tuition and fees in person.

The following laws and regulations may prevent Green River College from disclosing the personal information about you except for directory information. Only directory information can be released without student's authorization. Students must sign a release in order to have any other information disclosed or to withhold all information. Education information may be released to other institutions that have requested the records and in which the student seeks or intends to enroll. Information may be

October 20, 2025 08:48 AM

Canvas outage

Canvas is experiencing issues due to an ongoing AWS incident. We are working on recovering as soon as possible. You can follow the status of the issue at <https://health.aws.amazon.com/health/status> and <https://status.instructure.com/>

degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.<.p>

- **Family Educational Rights and Privacy Act of 1974 (FERPA)**
Section 438, Public Law 90-247 Title IV, as amended, 88 Stat 571-574 (20 USC 1232g) otherwise known as the Buckley Amendment Family Educational Rights and Privacy Act
- **RCW 42.17.310** (a) and (ss) exempts the following from public inspection and copying: (a) Personal information in any files maintained for students in public schools, patients or clients of public institutions or public health agencies, or welfare recipients; (ss) Credit card numbers, debit card numbers, electronic check numbers, card expiration dates, or bank or other financial account numbers supplied to an agency for the purpose of electronic transfer of funds, except when disclosure is expressly required by law

Degree Audit

Green River College may require you to provide certain personal information in order to perform a degree audit of your records over the Web. The information is required in order to verify your identity. You may choose not to provide this information, but if you choose not to provide it we will be unable to display a degree audit of your records over the Web, and you will have to request a degree audit in person or by mail.

The following laws and regulations may prevent Green River College from disclosing the personal information about you except for directory information. Only directory information can be released without student's authorization. Students must sign a release in order to have any other information disclosed or to withhold all information. Education information may be released to other institutions that have requested the records and in which the student seeks or intends to enroll. Information may be released to a third party without student's consent if an emergency situation exists or if information is requested officially by means of a subpoena, court order or legal report. Additionally, Congress requires student information to be released to military recruiters if officially requested. Directory information may include student's name, address, telephone number, date and place of birth, major fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

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Green River College may require you to provide certain personal information in order to obtain your financial aid status over the Web. The information is required in order to verify your identity. You may choose not to provide this information, but if you choose not to provide it we will be unable to give you your financial aid status over the Web, and you will have to obtain this information in person or by mail.

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Hope and Lifetime Learning Tax Credit

Green River College may require you to provide certain personal information in order to allow you to view and copy course enrollment and payment information. The information is required in order to provide you with the tax information needed for compliance with the Internal Revenue Service reporting requirements for the Hope and Lifetime Learning tax credits. You may choose not to provide this information, but if you choose not to provide it, we will be unable to display your enrollment and payment information and you will have to obtain a copy of

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to other institutions that have requested the records and in which the student seeks or intends to enroll. Information may be released to a third party without student's consent if an emergency situation exists or if information is requested officially by means of a subpoena, court order or legal report.

Additionally, Congress requires student information to be released to military recruiters if officially requested. Directory information may include student's name, address, telephone number, date and place of birth, major fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

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Registration

Green River College may require you to provide certain personal information in order to register for classes over the Web. The information is required in order to verify your identity. You may choose not to provide this information, but if you choose not to provide it you will be unable to register for classes over the Web, and you will have to register for classes in person

The following laws and regulations may prevent Green River College from disclosing the personal information about you except for directory information. Only directory information can be released without student's authorization. Students must sign a release in order to have any other information disclosed or to withhold all information. Education information may be released to other institutions that have requested the records and in which the student seeks or intends to enroll. Information may be released to a third party without student's consent if an emergency situation exists or if information is requested officially by means of a subpoena, court order or legal report.

Additionally, Congress requires student information to be released to military recruiters if officially requested. Directory information may include student's name, address, telephone number, date and place of birth, major fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous

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Registration Appointments

Green River College may require you to provide certain personal information in order to obtain your registration appointment information over the Web. The information is required in order to verify your identity. You may choose not to provide this information, but if you choose not to provide it we will be unable to display your registration appointment information over the Web, and you will have to obtain your registration appointment information address in person or by mail.

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Student Address Change

Green River College may require you to provide certain personal information in order to change your address over the Web. The information is required in order to verify your identity. You may choose not to provide this information, but if you choose not to provide it we will be unable to change your address over the Web, and you will have to change your address in person or by mail.

The following laws and regulations may prevent Green River College from disclosing the personal information about you except for directory information. Only directory information can be released without student's authorization. Students must sign a release in order to have any other information disclosed or to withhold all information. Education information may be released to other institutions that have requested the records and in which the student seeks or intends to enroll. Information may be released to a third party without student's consent if an

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Student PIN Change

Green River College may require you to provide certain personal information in order to change your personal identification number over the Web. The information is required in order to verify your identity. You may choose not to provide this information, but if you choose not to provide it we will be unable to change your PIN over the Web, and you will have to change your PIN in person or by mail.

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Green River College may require you to provide certain personal information in order to view your quarterly schedule. The information is required in order to verify your identity. You may choose not to provide this information, but if you choose not to provide it we will be unable to display your quarterly schedule over the Web, and you will have to obtain a copy of your quarterly schedule in person or by mail.

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Unofficial Transcript

Green River College may require you to provide certain personal information in order to view your unofficial transcript over the Web. The information is required in order to verify your identity. You may choose not to provide this information, but if you choose not to provide it we will be unable to display your unofficial transcript over the Web, and you will have to view your unofficial transcript in person or by mail.

The following laws and regulations may prevent Green River College from disclosing the personal information about you except for directory information. Only directory information can be released without student's authorization. Students must sign

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Section F. Review and Correction of Personally Identifiable Information

You can review any personally identifiable information we collect about you by using the information in the Contact Information section at the end of this Notice. You may recommend changes to your personally identifiable information you believe to be inaccurate by submitting an email or written request that credibly shows the inaccuracy. We will take reasonable steps to verify your identity before granting access or making corrections. ([RCW 43.105.310](#))

Section G. Cookies [and applets]

To better serve our users we are now using "cookies" to customize your browsing experience with the Green River College Web site. Cookies are simple text files stored on your computer by your Web browser.

Cookies created on your computer by using this Web site do not contain personally identifying information and do not compromise your privacy or security. We use the cookie feature to store to store the following information on your computer:

1. Session login information
2. Limited personal information, such as name

Section H. Security

Green River College, as developer and manager of the Green River College Web site, has taken several steps to safeguard the integrity of its data and prevent unauthorized access to information maintained by Green River College. [For site security purposes and to ensure that this Web site remains available to all users, Green River College employs software to

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security of information provided via Green River College Web sites.

Section I. Disclaimer

The Green River College Web site has many links to other Web sites. These include links to Web sites operated by other government agencies, nonprofit organizations and private businesses. When you link to another site, you are no longer on the Green River College Web site and this Privacy Notice will not apply. When you link to another Web site, you are subject to the privacy policy of that new site.

Reference in this Web site to any specific commercial products, processes, or services, or the use of any trade, firm, or corporation name is for the information and convenience of the public, and does not constitute endorsement, recommendation, or favoring by the State of Washington, Green River College, or its officers, employees or agents.

Neither the State of Washington, nor any agency, officer, or employee of the State of Washington warrants the accuracy, reliability or timeliness of any information published by this system, nor endorses any content, viewpoints, products, or services linked from this system, and shall not be held liable for any losses caused by reliance on the accuracy, reliability or timeliness of such information. Portions of such information may be incorrect or not current. Any person or entity that relies on any information obtained from this system does so at its own risk.

Green River College reserves the right to revise and update this Privacy Notice at any time without notice by posting such revised Privacy Notice at the Green River College home page.

Section J. Green River College Contact Information

You may contact Green River College as follows:

To review your personal information, or request correction of your personal information:

Public Information Office
Green River College
12401 SE 320th Street
Auburn, WA 98092
Fax: 253-288-3444
Phone: [253-288-3361](tel:253-288-3361)

Resources

Contact
Us

STUDENT SUPPORT

ctcLink
Student Email

EMPLOYEE RESOURCES

Human Resources

CAMPUS SAFETY

Emergency & Safety
Alerts
Just Report It

IT-3 Accessible Technology

Select Language [Current Students](#)[Faculty & Staff](#)[Give to GRC](#) [Quick Links](#)

IT-3 ACCESSIBLE TECHNOLOGY

[Home](#) / [Campus](#) / [policies-and-procedures](#)

/ [information-technology-policies](#) / IT-3 Accessible Technology

IT-3 Accessible Technology

Purpose

Green River College provides equal opportunity to its educational and administrative services, programs, and activities in accordance with federal and state law. Ensuring equal and effective electronic and information technology access is the responsibility of all college administrators, faculty, and staff. This is in accordance with federal and state laws including: the Americans with Disabilities Act of 1990 (ADA); the Amendments Act of 2008; Section 504 of the Rehabilitation Act of 1973; Section 508 of the 1973 Rehabilitation Act as amended; Washington State Core Services RCW 28B.10.910-916; SBCTC Accessible Technology Policy 3.20.30B; and Washington State OCIO Policy 188 - Accessibility.

Scope

This policy applies to the procurement, development, implementation, and ongoing maintenance of instructional, administrative, or communications technologies materials, and content. The policy includes, but is not limited to: websites, online communication, instructional tools, learning management systems and content, electronic and multi-media materials, in use or being evaluated for purchase or adoption by Green River College.

Definitions

Accessible: Individuals with disabilities are able to independently acquire the same information, engage in the same interactions, and enjoy the same services within the same timeframe as individuals without disabilities, with substantially equivalent ease of use.

Disability: A physical or mental impairment that substantially limits one or more major life activities.

Electronic and information technology (EIT): Includes information technology and any equipment or interconnected system or subsystem of equipment that is used in the creation, conversion, or duplication of data or information. The term electronic and information technology includes, but is not limited to, the internet and intranet websites, content delivered in digital form, electronic books and electronic book reading systems, search engines and databases, learning management systems, classroom technology and multimedia, personal response systems ("clickers"), and office equipment such as classroom podiums, copiers, and fax machines.

It also includes any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, creation, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. This term includes telecommunication products (such as telephones), information kiosks, Automated Teller Machines (ATMs) transaction machines, computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources.

Equally effective: An alternative format or medium communicates the same information in as timely a fashion as does the original format or medium.

Policy

Green River College is committed to providing comparable functionality, experience, and effective access to all information technology (IT), electronic content and information access for all users. In keeping with its values of inclusivity, access and success, this policy is designed to promote equitable participation and substantially similar functionality for all members of the campus and community at large.

Procedure

The purpose of these procedures is to ensure college administrators, faculty, and staff will develop, purchase, and maintain, hardware and software products, and electronic and information technology (EIT) that are accessible to people with disabilities. This applies to the following areas:

- Web Accessibility
- Instructional Materials Accessibility
- Document Accessibility
- Electronic Media Accessibility
- Software, Hardware, and Systems Accessibility
- Procurement

Information Technology, Student Affairs, Disabilities Support Services, Marketing, Communications and College Relations, and the Business Office, serve as resources to college units in meeting these requirements.

To ensure accessibility of software products, the Business Office requires vendors verify their solution meets or exceeds current accessibility standards by filling out an accessibility checklist (VPAT) and providing a demonstration that includes the accessibility features of their solution. Accessibility compliance will be reviewed by IT or designee(s) of the GRC Accessibility Committee as early in the acquisition process as possible, but no later than implementation. Due to the potential use of these applications by someone with a disability, this requirement will apply to all (new and existing) applications supported by Green River.

For currently enrolled Green River students who have been approved for accommodation, faculty and staff will contact the DSS Program Coordinator for assistance converting materials. The DSS program

coordinator works with the instructors and the state approved vendors to facilitate the conversion of existing materials. This includes:

- Captioning
 - Written transcripts
 - Brailing
 - Audio/alternate format
 - Internal enlargements
 - Reformatting inaccessible documents
-

Specific Authority

Law Implemented

Americans with Disabilities Act (ADA)

RCW 28B.10.912, Core Services legislation

Sections 504 and 508 of the Rehabilitation Act

OCIO Policy 188—Accessibility

3.20.30b SBCTC Policy on Access for Students with Disabilities

Washington State Law Against Discrimination, RCW 49.60

History of Policy or Procedure

Draft: April 14, 2017

Adopted: June 1, 2017

Revised: June 1, 2023

Reviewed by: President's Staff

Contact: Camella Morgan, CIO/Executive Director of Information Technology, ext. 3391

President's Staff Sponsors:

Camella Morgan, Executive Director of Information Technology, ext. 3391

Dr. Deb Casey, Vice President of Student Affairs, ext. 3328

Information Technology Policies

IT-1 Information Technology Security

IT-2 Employee Acceptable Use of Technology and Data Policy

IT-3 Accessible Technology Policy

College Policies

Board of Trustees

Business Administration

General Administrative

Information Technology

Human Resources

Instruction

Student Affairs

Resources

Contact Us

STUDENT SUPPORT

ctcLink
Student Email
My Green River
Navigate 360
Financial Aid
Holman Library

EMPLOYEE RESOURCES

Human
Resources
Institutional
Effectiveness
ctcLink Sign In
GatorNet

CAMPUS SAFETY

Emergency &
Safety Alerts
Just Report It

CONNECT WITH GREEN RIVER

Center for
Transformational
Wellness
Student Remote
Access
Career & Advising
Center
Office of the
Registrar
Disability Support
Services
Counseling
Services
e-Learning
Placement &
Testing Center
Register to Vote
MMIWP / WSP

Curriculog
(formerly
CAR/PAR)
Faculty eLearning
Canvas
Gator News
Employee
Password Reset

Facebook
Twitter
Youtube
LinkedIn
Instagram

Set up your password reset verification and MFA methods

Set up your password reset verification and MFA methods

Summary

Set up Phone, Email, Security Questions, or Authentication App to use for Self Service Password Reset

Body

What is it?

Registering Self Service Password Reset Methods will allow you to reset your own password using these methods.

When to use?

You should register self-service password reset methods when you login, or when the methods change (New Phone, for example). Then, utilize these methods later to reset your password.

What to do?

If you forgot your work or school password, never got a password from your organization, or have been locked out of your account, you can use your security info and your mobile device to reset your work or school password.

If you have registered MFA methods previously, those will automatically be registered as Password Reset Methods.

Note: Users will be prompted to set this up on first login following October 25th if no methods are already configured.

Set up your password reset verification method manually

1. Open the web browser on your device and go to the Security info page.

2. The Following options are available to register. Select "Add Sign-In Method" and choose one of these options to register.

- Authentication app: Choose to use the Microsoft Authenticator app or other authenticator app as your security verification method. For more information about setting up the app, see Set up an authenticator app as your verification method.
- Text messaging: Choose to send yourself text messages to your mobile device. For more information about setting up text messaging, see Set up text messaging as your verification method.
- Phone calls: Choose to get a phone call to your registered phone number. For more information about setting up phone calls, see Set up a phone number as your verification method.
- Security key*: Choose to use a Microsoft-compatible security key. For more information, see Set up a security key as your verification method. Security Key is only available for MFA, and cannot be used for Self-Service Password Reset.
- Email address: Choose to use an alternate email address that can be used without requiring your forgotten or missing password. This only works for password reset, not as a security verification method. For more information about setting up an email address, see Set up an email address as your verification method.
- Security questions: Choose to set up and answer pre-defined security questions set up by your administrator. This only works for password reset, not as a security verification method. For more information about security questions, see Set up security questions as your verification method.

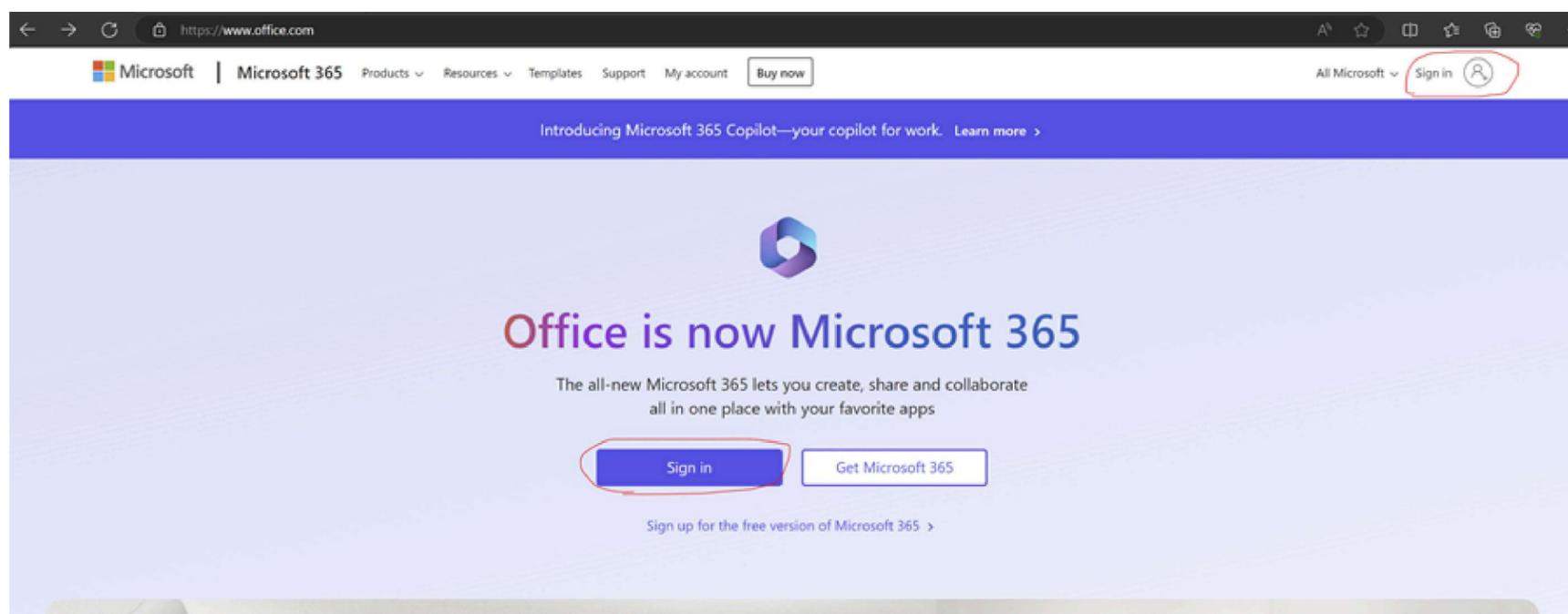
3. After you select and set up your methods, choose **Finish** to complete the process.

Reference and more information: <https://support.microsoft.com/en-us/account-billing/register-the-password-reset-verification-method-for-a-work-or-school-account-47a55d4a-05b0-4f67-9a63-f39a43dbe20a>

Registration during login process

If you are required to have Multi-Factor Authentication (MFA) enabled, you will be prompted on login to set up those methods.

1. Navigate to Office.com or any other Microsoft login screen. Hit Sign in.



2. Enter your E-Mail address in the E-Mail address field.



Sign in

Password_Reset@4gg32y.onmicrosoft.com

No account? [Create one!](#)

[Can't access your account?](#)

Back

Next



Sign-in options



Enter password

Password

[Forgot my password](#)

[Sign in with Windows Hello or a security key](#)

Sign in

Please sign in using your Green River College email address. Off-campus users may be required to provide their username and password for additional verification. For support, students should contact the GRC IT Student Help Desk via their Zoom lobby (<https://www.greenriver.edu/va/#helpdesk>) or over the phone (253-931-6465), and employees should contact the IT Service Desk at x6050 or 253-333-6050.



More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next

Please sign in using your Green River College email address. Off-campus users may be required to provide their username and password for additional verification. For support, students should contact the GRC IT Student Help Desk via their Zoom lobby (<https://www.greenriver.edu/va/#helpdesk>) or over the phone (253-931-6465), and employees should contact the IT Service Desk at x6050 or 253-333-6050.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 1 of 2: App


App

2

Phone

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

[Next](#)

[I want to set up a different method](#)

4. Hit Next until you are prompted with a QR Code. Scan this with your authenticator app. Note: You will need the Microsoft Authenticator app for this method. It is available from the IOS or Google Store.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 1 of 2: App



App

2

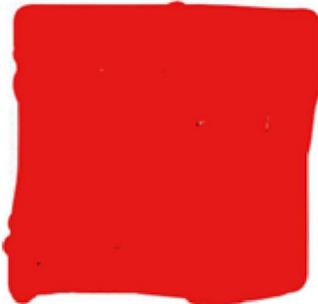
Phone

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



Can't scan image?

Back

Next

[I want to set up a different method](#)

5. Enter the number code to match the code shown on the screen. Then, that method is registered.

If you are using a Phone number instead

1. Select the "I want to use a different method" on the bottom of the Authenticator setup screen.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 1 of 2: App



App

2

Phone

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

[Next](#)

[I want to set up a different method](#)

2. Enter your Phone number in the phone number box.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 2 of 2: Phone



App



Phone

Phone

You can prove who you are by answering a call on your phone or receiving a code on your phone.

What phone number would you like to use?

United States (+1)
 ▼

Enter phone number

Receive a code

Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

[I want to set up a different method](#)

3. Select "Receive a Code" for a text message or "Call me" for a phone call. Then Hit Next.

4. Enter the Code recieved via text. Or hit # after answering the Microsoft phone call. Then, that method is registered.

Related Articles

Related Articles (1)

How to login for the first time - Student

New Students will use their temporary initial password {CTLinkID}{6-Digit birthday} to login for the first time, then they will set a new password and register for Password Reset.

2.G.7 EV.#3 / Section 3

Fees - Any fees to be charged to students are provided ahead of time as part of the enrollment process, including any verification fees. General fees (as distinct from course specific ones) are listed on the admissions site.

Select Language

[Current Students](#)[Faculty & Staff](#)[Give to GRC](#) [Quick Links](#)

STUDENT FEES

AT GREEN RIVER COLLEGE

Section Menu ▾

[Home](#) / [Students](#) / [Academics](#) / [Getting Started](#) / [Tuition & Fees](#)
/ Fees

Student Fees

Tuition and fees are set by the Washington State Legislature and are subject to change. Green River College reserves the right to change any of its fees or charges without notice.

Quarterly Registration Fees

Facilities Fee - \$4.05 per credit, minimum \$20.25 for 1-5 credits.

Special Services/Matriculation Fee - \$1.25 per credit, applied to all credits (\$0.50/\$0.75).

Student Center Fee - a flat \$45.00. This fee was established by a student vote to cover the cost of a new student center.

Technology Fee - \$6.00 per credit to a maximum of 12 credits. Not to exceed \$72. This fee was established by a student vote to cover the cost of equipment, printing and tech support for the Technology Center.

Miscellaneous Fees

- Extended Learning Fee - \$17.50 per class fee for each online or hybrid class.

Special Fees

Graduation Fees

- Cap and Gown, Tassel - \$38.00 (for 2025)

General Education Development (GED®) Vouchers

- Initial Testing Fee - \$30/subject
- Repeat Testing Fee - \$10/subject

Locker Fee - \$7.50

Official Transcript - \$12.00

On-Demand Transcript - \$25.00

Accident Only Insurance

Accident Only Insurance \$39.00/quarter.

Student must be registered in 6 or more credits to qualify.

To sign up go to: <https://4studenthealth.relationinsurance.com>

If you have questions, please contact the Student Financials Office at [253-288-3399](tel:253-288-3399)

Updated 06/27/2025

Costs of Attending Green River College

For more information about the costs of attending Green River College, [visit our Cost of Attending page](#).

QUARTERLY TUITION DUE DATES

If enrollment occurs before the tuition due date, students have until the posted date to make payment, get funding in place or enroll in the [Payment Plan](#).

After the tuition due date, tuition is due within 3 business days of enrollment.

Once the quarter begins, tuition is due within 24 hours of enrollment.

Quarterly Tuition Due Dates:

- Spring Quarter - February 26, 2025
- Summer Quarter - June 9, 2025
- Fall Quarter - September 9, 2025
- Winter Quarter - December 9, 2025
- Spring Quarter - March 9, 2026

PAYMENT OPTIONS

Online: [ctcLink account](#), Financial Account tile

In Person: Cashier's Office, Student Affairs & Success Center - [Cashier's Office hours](#)

Kent Campus - [Kent Campus hours](#)

Auburn Center - [Auburn Center hours](#)

Enumclaw Campus - [Enumclaw Campus hours](#)

[Resources](#)

[Contact Us](#)

2.G.7 EV.#4 / Section 4

RSI Checklist

REGULAR & SUBSTANTIVE INTERACTION (RSI) CHECKLIST

Use this checklist to self-evaluate whether your online course meets federal requirements

OVERVIEW: WHY RSI?

- Instructor presence is the instructor's interaction and communication style and the frequency of the instructor's input into the class discussions and communications
- A study by the [Community College Research Center](#) found that **a course's level of interpersonal interaction was most important in predicting student grades**, more so than effective technology integration or clarity of learning objectives
- A [rule from the Department of Education](#) that went into effect in July 2021 requires that all online courses for which students use federal financial aid include regular substantive interaction between students and instructors with "regular" meaning it takes place on a predictable and scheduled basis and "substantive" meaning that students are engaged through teaching, learning, and assessment. Interaction should be instructor-initiated and includes regular, frequent, meaningful interaction. Without RSI, online courses become classified as correspondence education, which is not eligible for federal financial aid (SUNY, 2021)

CHARACTERISTICS OF RSI

*from [Columbia Basin College](#)

Initiated by the Instructor

To count as 'regular and substantive,' interactions need to be started by you. This doesn't mean students should be discouraged from contacting you or asking questions – far from it! But you should expect to take an active part in initiating and guiding a range of interactions with your students throughout the quarter. This ensures that interactions are not optional and left up to each student's individual discretion; rather, they are an integral part of your instructional plan for the course.

Frequent and Consistent

Interactions with students should be reasonably frequent and consistently repeated throughout the quarter. This means that once a course begins, long intervals of time shouldn't pass between the interactions you initiate with students. The mode of interaction may vary throughout the course, depending on your aims and the needs of your students, but the regular cadence of interactions you establish should remain as consistent as possible. Daily communication isn't required, but at a minimum you should seek to interact with every student at least once each week and you should log in to the course every 1-2 days.

Focused on the Course Subject

Interactions should be connected to the subject of the course and contribute to the students' progress toward course, program, and college learning objectives. Routine procedural interactions, such as reminders of upcoming deadlines, aren't 'substantive' on their own; neither are activities like assigning grades, unless they are accompanied by personalized feedback or suggestions for improvement. This doesn't mean that interactions designed to welcome students or build classroom community aren't important, merely that they aren't sufficient by themselves.

CATEGORIES OF RSI

Direct Instruction

Providing direct instruction (i.e., live synchronous online interactions where instructor and learners are present online at the same time)

Examples

- ✓ Direct, synchronous instruction
- ✓ You hold a required one-hour online review session every other week during the quarter
- ✓ You encourage students to participate in *optional*, one-time online review sessions before exams
- ✓ Hosts weekly office hours virtually or in-person (CBA requirement for full-time faculty); or makes accessible to students, in-person or remotely, at a mutually agreeable time (CBA requirement for adjunct faculty – students **must** receive an invitation to participate during the week)
- ✗ Prerecorded video lectures

Custom Feedback

Assessing or providing feedback on a student's coursework

Examples

- ✓ You provide personalized comments (in any medium) for an individual student's assignment, discussing their work, what they did well, and/or how they can improve in the future
 - Feedback should be sent in the timeline defined in the syllabus
- ✓ LMS inbox messages to groups of students offering guidance for further study
- ✗ You add numeric grades to the course gradebook
- ✗ A student submits a quiz in Canvas that is automatically graded
- ✗ You grade using a rubric but otherwise provide no written feedback
- ✗ "Nice job!"; "Not quite! Try again!"

Content Announcements

Providing information or responding to questions about the content of a course or competency.

Examples

- ✓ You send a message previewing concepts introduced in the next unit and listing questions for students to have in mind when reading the textbook chapters
- ✓ You send an announcement or create a video addressing a commonly missed question on the recent homework assignment
- ✗ You post an announcement about an upcoming assignment deadline
- ✗ You remind students of the course attendance policy

Content Discussion

Facilitating a content-focused group discussion

Examples

- ✓ You actively facilitate a required online discussion for a unit
- ✓ You post an example from last night's Mariner's game in the course's "Real-World Physics" discussion to illustrate the concept of coefficient of restitution
- ✓ Provides an open discussion forum where students can ask questions, and receive instructor feedback, about course content and activities
- ✓ Instructor interactions that clarify, summarize, redirect, or extend the conversation in a class discussion, shared document, or other means of all-class interaction.
- ✗ You post to the course's "General Topics" discussion thread lamenting the outcome of last night's Mariner's game
- ✗ Students engage with each other in an online discussion assignment; instructor does not contribute.

CHECK-IT: DOES YOUR COURSE MEET FEDERAL RSI REQUIREMENTS?

To comply with accreditation standards, we need to demonstrate that our online and hybrid courses *meet federal RSI requirements*. Green River Process described here + idea of what that will entail, including the following:
 How courses are selected for self-audit? How frequently are they “audited”? What happens if a course doesn’t not “pass”?
 Who will review the self-audit? What existing processes might this be embedded into (tenure, infile, post-tenure, PA&I)?
 * The answers to these questions will be negotiated between administration and the UF

Course Information

Course Name: [REDACTED]
 Quarter and Year: [REDACTED]
 Instructor Name: [REDACTED]
 Course Format: [REDACTED]

Syllabus Statement

- Syllabus includes a statement about how quickly students will receive feedback on assignments
- Syllabus includes information on how to contact the instructor
- Syllabus includes a policy for weekend communication

Insert a copy of your syllabus statement here

Assignment By Day Three

- The class includes an assignment within the first three days of the quarter. The assignment need not be substantive (related to course content) or merit feedback, but is required for assessment of student financial aid status.

Describe your “assignment by day three” here

Monitoring Student Progress

- Monitors the student’s academic engagement and success and promptly and proactively engages in interaction with the student when needed, on the basis of this monitoring or by student request

Describe your monitoring process here

Regular and Substantive

The DOE requires substantive interaction in a course as engaging students in at least two of the following weekly(regularly). Review examples of these categories above and decide which apply.

*Note: **you do not have to use the same forms of RSI for every week of the quarter.** You can mix it up as long as you hit two of the four each week. In other words, you might use direct instruction and content announcements one week and custom feedback and content discussions the next, and so on.

| | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Week 6 | Week 7 | Week 8 | Week 9 | Week 10 |
|------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Direct Instruction | <input type="checkbox"/> |
| Custom Feedback | <input type="checkbox"/> |
| Content Announcements | <input type="checkbox"/> |
| Content Discussions | <input type="checkbox"/> |

Evidence

You can submit documentation for the RSI in a variety of ways. Pick the approach that works best for your workflow and for the RSI methods you've used in your class.

Examples include:

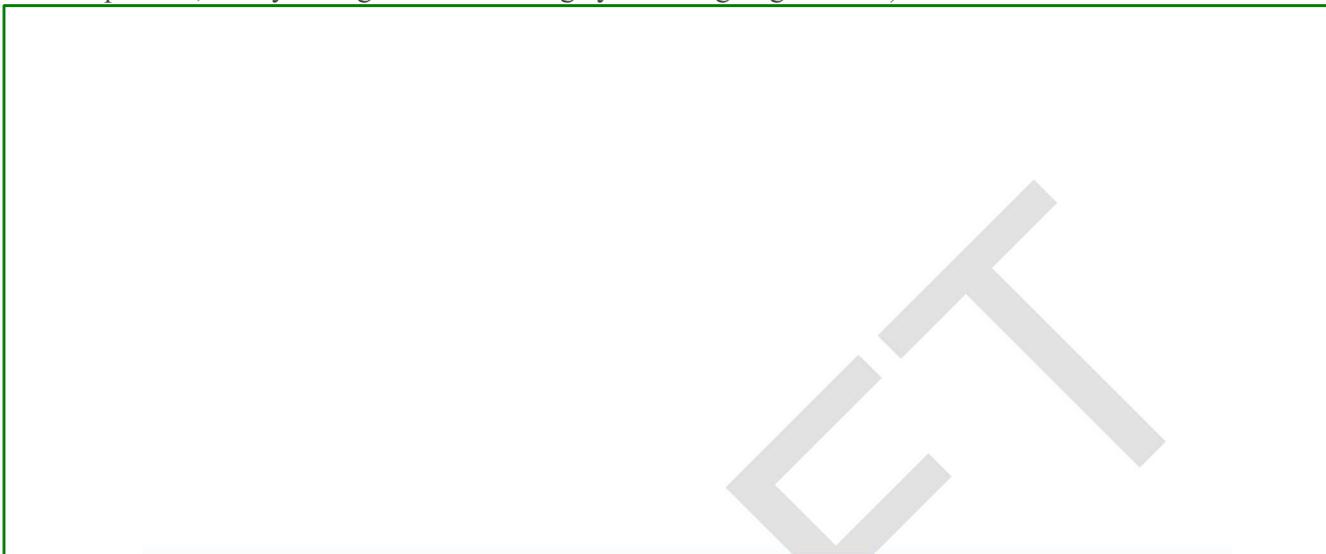
- Screenshots of the practice (announcements, rubrics with comments, discussion thread showing your interaction with different students, emails with students – names redacted, Zoom meeting in progress with students present, conference sign-up sheet with students scheduled)
- Video tour of the specific aspect from your course with some minimal narration (provide Panopto link)
- A link directly to your canvas course (or the relevant section)

Provide two different representative examples of RSI here

| | |
|--|--|
| | |
| | |

FINAL COMMENTS (OPTIONAL)

Do you have anything else you want to add? (Examples: highlight something great, questions about RSI or the process, how you might want to change your RSI going forward)



RESOURCES TO IMPROVE YOUR INSTRUCTOR PRESENCE

- This [list of practices that support RSI standards](#) contains a series of hyperlinks, each providing examples of what engaging in that practice can look like in your course
- Check out eLearning's [instructional design LibGuide](#) for suggestions and ideas!
- This article [reviews the guidance](#) put out by the Department of Education, clarifying terms and expectations
- This resource has a nice [visual of components](#) that enhance the RSI of a course as well as definitions of terms
- From Blue Mountain Community College, view a [list of examples](#) of practices that support RSI
- The [4 Connections](#) is a mechanism by which you can build relationships with your students both in an on-line and an in-person environment
- Here are some examples of [Canvas Communication Tools](#) that can support RSI

LOOKING FOR SUPPORT?

- Contact eLearning@greenriver.edu to connect with an Instructional Designer or Faculty in Residence if you'd like support completing this self-audit or additional support in improving your RSI