

# Summary of all Accounts at RRU

Due to the way some of the external vendors manage access to their services, as an RRU student you may end up having a number of different accounts while at RRU. Although RRU is attempting to configure all the services under a "single sign-on" architecture, these difference accounts (and their username and passwords) can be confusing.

Here is a list of all Student, Staff and Faculty accounts.

Additional details on that account can be found by clicking on the title.



At RRU we use the term **Passphrase** rather than Password. This means the same, but we are encouraging you to use a phrase rather than a word for your password.

## MyAdmin Account (aka Lifelong Learning Account and Continuing Studies Registration Site)

- **Description:** This is your 'administrative' account that provides you access to many services you need to manage your relationship with RRU
- **Created:** This is the account you created to apply at RRU
- **Site:** This account works on <https://myadmin.royalroads.ca> and <https://secure.royalroads.ca/cscourses>
- **Username:** The username is your personal email address (ie [awesomeguy@gmail.com](mailto:awesomeguy@gmail.com)) and a passphrase you created
- **Expiration:** This account never expires

## Academic Account (aka Computer Account, Moodle account, Webmail account)

- **Description:** This account is your main student account that you will use while you are an active RRU student
- **Created:** This is the account you 'activated' once you became registered in a program
- **Site:** This account works on most RRU websites including [Moodle](#), [Library \(EZproxy\)](#), [Student MYRRU](#) and [Webmail](#).
- **Username:** We provide you with your username (ie. d2brown) however you will create your own passphrase during activation process. Your username is usually your first initial and last name (and possibly a number before your last name if your username was taken)
- **Expiration:** This account will expire 14 days after your degree has been conferred\*\*
- Please note - Whether or not your Academic account is closed, [Library access may be restricted if you are between courses](#)

## Continuing Studies Account (aka COnline Moodle account)

- **Description:** This account is used for any Continuing Studies course
- **Created:** If you take a CS course (.not all RRU students need this account), this is the account you "Create" yourself when you first visited <http://csonline.royalroads.ca/moodle/>
- **Site:** This account is used to access [Continuing Studies Moodle](#) only
- **Username:** You choose a username and passphrase
- **Expiration:** This account never expires, but is not really used once you become a full time student

## Office 365 Account

- **Description:** This account is used to download and log into the free Office 365 suite
- **Created:** This account is created automatically for all students by RRU.
- **Site:** This account is used to access the [Office 365 portal](#) and to activate your software once downloaded and installed
- **Username:** ([Academic Account username](#))@[royalroads.ca](#) (ie [d2brown@royalroads.ca](mailto:d2brown@royalroads.ca)) and Academic Account passphrase
- **Expiration:** This account will expire 14 days after your degree has been conferred\*\*

## Bookstore Account (aka to purchase books)

- **Description:** This account is created if you want to order books from the RRU bookstore
- **Created:** You create if required
- **Site:** This account ONLY works on <https://royalroads.secure-chrislands.com/>
- **Username:** The username is your personal email address (ie [awesomeguy@gmail.com](mailto:awesomeguy@gmail.com)) and a passphrase you created
- **Expiration:** This account never expires

## Eduroam Account

- **Description:** This account is used to log into Eduroam wifi access points in other education institutions around the world
- **Created:** This account is created automatically for all students by RRU.
- **Site:** Wifi at other institutions.
- **Username:** ([Academic Account username](#))@[royalroads.ca](#) (ie [d2brown@royalroads.ca](mailto:d2brown@royalroads.ca)) and Academic Account passphrase
- **Expiration:** This account will expire 14 days after your degree has been conferred\*\*

## Career Roads

- **Description:** This account is used to log into the Career Services Management System
- **Created:** You create as required
- **Site:** This account ONLY works on <https://royalroads-csm.symplicity.com/>

- **Username:** linked to Facebook, LinkedIn or personal email address (you choose)
- **Expiration:** This account never expires

## Single Sign On Account (Shibboleth)

- **Description:** This account is used to access RRU licensed, third party applications and websites
- **Created:** This account is created automatically for all staff at RRU
- **Site:** This account works is used on sites like [SurveyMonkey](#)
- **Username:** This is the same username and password as your Computer Account (ie d2brown)
- **Expiration:** This account will expire 14 days after your degree has been conferred\*\*

**\*\* the date that your degree will be conferred will be provided to you upon completion of your program**

## Computer Account

- **Description:** This account is your main computer account that you will use while you are staff
- **Created:** This account was created and provided to your supervisor
- **Site:** This account works on all RRU websites including [Moodle](#), [Continuing Studies Moodle](#), [Library \(EZproxy\)](#), [Human Resources](#), [AvantiNet](#), [Webmail](#) and many others
- **Username:** We provide you with your username (ie d2brown) and initial passphrase. Your username is usually your first initial and last name (and possibly a number before your last name if your username was taken)
- **Expiration:** This account will expire when you leave the RRU family

## Office 365 Account

- **Description:** This account is used to download and log into the free Office 365 suite.
- **Created:** This account is created automatically for all staff by RRU.
- **Site:** This account is used to access the [Office 365 portal](#) and to activate your software once downloaded and installed
- **Username:** ([Computer Account username](#))@[royalroads.ca](#) (ie [d2brown@royalroads.ca](#)) and computer account passphrase
- **Expiration:** This account will expire when you leave the RRU family

## Eduroam Account

- **Description:** This account is used to log into Eduroam wifi access points in other education institutions around the world.
- **Created:** This account is created automatically for all staff
- **Site:** Wifi at other institutions.
- **Username:** ([Computer Account username](#))@[royalroads.ca](#) (ie [d2brown@royalroads.ca](#)) and computer account passphrase
- **Expiration:** This account will expire when you leave the RRU family

## Agresso Account

- **Description:** This account is used to access the Agresso Application
- **Created:** This account is created for you upon request
- **Site:** Agresso app
- **Username:** We provide you with your username (ie d2brown) and initial passphrase. Your username is usually the first 6 characters of your first initial and last name (and possibly a number before your last name if your username was taken)
- **Expiration:** This account will expire when you leave the RRU family

## Avantinet Account

- **Description:** This account is used by full time staff to access the payroll system
- **Created:** Created automatically approximately 48 hours after your Computer Account is created
- **Site:** <https://services.royalroads.ca/avantinet>
- **Username:** Computer Account username (ie d2brown), and computer account passphrase
- **Expiration:** This account will expire when you leave the RRU family

## Adobe Connect

- **Description:** This account is used to access RRU licensed Adobe software include Adobe Acrobat
- **Created:** This account is created manually by you when a license is assigned. Account must be created with RRU email address
- **Site:** <https://account.adobe.com/>
- **Username:** RRU email address and password
- **Expiration:** This account will expire when you leave the RRU family

## Single Sign On Account (Shibboleth)

- **Description:** This account is used to access RRU licensed, third party applications and websites
- **Created:** This account is created automatically for all staff at RRU
- **Site:** This account works is used on sites like [LinkedIn learning](#), [HRsmart](#) and [SurveyMonkey](#)
- **Username:** This is the same username and password as your Computer Account (ie d2brown)
- **Expiration:** This account will expire when you leave the RRU family

## SurveyMonkey

- **Description:** This account is used to create surveys
- **Created:** You must [request permission](#) to use this site
- **Site:** [RRU SurveyMonkey site](#)
- **Username:** Uses the Single Sign On account (ie d2brown)
- **Expiration:** This account will expire when you leave the RRU family

## HRsmart

- **Description:** This account is used to create surveys
- **Created:** Created automatically approximately 48 hours after your Computer Account is created
- **Site:** [HRSmart E-PDP Site](#)
- **Username:** Uses the Single Sign On account (ie d2brown)
- **Expiration:** This account will expire when you leave the RRU family

## LinkedIn Learning

- **Description:** This account is used to access training courses
- **Created:** Created automatically approximately 48 hours after your Computer Account is created
- **Site:** (Coming Soon)
- **Username:** Uses the Single Sign On account (ie d2brown)
- **Expiration:** This account will expire when you leave the RRU family

## Computer Account

- **Description:** This account is your main computer account that you will use while you are faculty
- **Created:** This is the account was created for you and sent via email to your personal email account
- **Site:** This account works on all RRU websites including [Moodle](#), [Continuing Studies Moodle](#), [Library](#) (EZproxy), [Human Resources](#) and [Web mail](#).
- **Username:** We provide you with your username (ie d2brown) and initial passphrase. Your username is usually your first initial and last name (and possibly a number before your last name if your username was taken)
- **Expiration:** This account will expire when you leave the RRU family

## Office 365 Account

- **Description:** This account is used to download and log into the free Office 365 suite
- **Created:** This account is free and can be created for you upon request
- **Site:** This account is used to access the [Office 365 portal](#) and to activate your software once downloaded and installed
- **Username:** [\(Computer Account username\)@royalroads.ca](#) (ie [d2brown@royalroads.ca](#)) and computer account passphrase
- **Expiration:** This account will expire when you leave the RRU family

## Avantinet Account

- **Description:** This account is used by Faculty (not Associate Faculty) to access the payroll system
- **Created:** Created automatically approximately 48 hours after your Computer Account is created
- **Site:** <https://services.royalroads.ca/avantinet>
- **Username:** Computer Account username (ie d2brown) and computer account passphrase
- **Expiration:** This account will expire when you leave the RRU family

## Eduroam Account

- **Description:** This account is used to log into Eduroam wifi access points in other education institutions around the world.
- **Created:** This is the account is created automatically for all Faculty
- **Site:** Wifi at other institutions.
- **Username:** [\(Computer Account username\)@royalroads.ca](#) (ie [d2brown@royalroads.ca](#)) and Computer Account passphrase
- **Expiration:** This account will expire when you leave the RRU family

## Adobe Connect

- **Description:** This account is used to access RRU licensed Adobe software include Adobe Acrobat
- **Created:** This account is created manually by you when a licensed is assigned. Account must be created with RRU email address
- **Site:** <https://account.adobe.com/>
- **Username:** RRU email address and password
- **Expiration:** This account will expire when you leave the RRU family

## Single Sign On Account (Shibboleth)

- **Description:** This account is used to access RRU licensed, third party applications and websites
- **Created:** This account is created automatically for all staff at RRU
- **Site:** This account works is used on sites like [LinkedIn learning](#), [HRsmart](#) and [SurveyMonkey](#)

- **Username:** This is the same username (ie d2brown) and password as your Computer Account
- **Expiration:** This account will expire when you leave the RRU family

## SurveyMonkey

- **Description:** This account is used to create surveys (must be approved)
- **Created:** You must [request permission](#) to use this site
- **Site:** [RRU SurveyMonkey site](#)
- **Username:** Uses the Single Sign On account (ie d2brown)
- **Expiration:** This account will expire when you leave the RRU family

## HRsmart

- **Description:** This account is used to create surveys
- **Created:** Created automatically approximately 48 hours after your Computer Account is created
- **Site:** [HRSmart E-PDP Site](#)
- **Username:** Uses the Single Sign On account (ie d2brown)
- **Expiration:** This account will expire when you leave the RRU family

## LinkedIn Learning

- **Description:** This account is used to access training courses
- **Created:** Created automatically approximately 48 hours after your Computer Account is created
- **Site:** (Coming soon)
- **Username:** Uses the Single Sign On account (ie d2brown)
- **Expiration:** This account will expire when you leave the RRU family

## Computer Account

- **Description:** This account is your main computer account that you will use while you are an active associate faculty
- **Created:** This is the account was created for you and sent via email to your personal email account
- **Site:** This account works on all RRU websites including [Moodle](#), [Continuing Studies Moodle](#), [Library \(EZproxy\)](#), [Human Resources](#) and [Web mail](#).
- **Username:** We provide you with your username (ie d2brown) and initial passphrase. Your username is usually your first initial and last name (and possibly a number before your last name if your username was taken)
- **Expiration:** This account will expire when your contract is over. Also, if you have more then 60 days between contracts your account may be closed and re-opened at a later date.
- Please note - Whether or not your Academic account is closed, [Library access ONLY provided while on active contract](#)

## Office 365 Account

- **Description:** This account is used to download and log into the free Office 365 suite
- **Created:** This account is free and can be created for you upon request
- **Site:** This account is used to access the [Office 365 portal](#) and to activate your software once downloaded and installed
- **Username:** [\(Computer Account username\)@royalroads.ca](#) (ie [d2brown@royalroads.ca](#)) and computer account passphrase
- **Expiration:** This account will expire when your contract is over. Also, if you have more then 60 days between contracts your account may be closed and re-opened at a later date.

## Eduroam Account

- **Description:** This account is used to log into Eduroam wifi access points in other education institutions around the world
- **Created:** This is the account is created automatically for all associate faculty
- **Site:** Wifi at other institutions.
- **Username:** [\(Computer Account username\)@royalroads.ca](#) (ie [d2brown@royalroads.ca](#)) and Computer Account passphrase
- **Expiration:** This account will expire when your contract is over. Also, if you have more then 60 days between contracts your account may be closed and re-opened at a later date.

## Single Sign On Account (Shibboleth)

- **Description:** This account is used to access RRU licensed, third party applications and websites
- **Created:** This account is created automatically for all staff at RRU
- **Site:** This account works is used on sites like [SurveyMonkey](#)
- **Username:** This is the same username (ie d2brown) and password as your Computer Account
- **Expiration:** This account will expire when your contract is over. Also, if you have more then 60 days between contracts your account may be closed and re-opened at a later date.

## SurveyMonkey

- **Description:** This account is used to create surveys (must be approved)
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## Self Help Articles

- [Academic & MyAdmin Accounts - Students](#)
- [Associate Faculty: I cannot access Library Resources](#)
- [Computer Account - Staff](#)
- [Manage your Passwords](#)
- [Name Changes](#)
- [Reset your Academic \(Computer\) Account Passphrase](#)
- [Student: I cannot access Library Resources](#)