



# Quick Resource Guide

## What is RiverLife?

RiverLife is a website database utilized by the Division of Student Affairs to centralize, organize, and increase student, staff, and faculty involvement opportunities. This platform provides the tools for managing registered organizations and empowering learning across Indian River State College (IRSC). Prospective organizations as well as existing organizations use the RiverLife database to register as an organization with the Division of Student Affairs.

## Logging In

**Student Access:** through MyIRSC>log-in with student ID and pin>click RiverLife icon under Quick Links

**Employee Access:** through Employee Information System>log-in with network ID and password>Campus (tab)>click RiverLife

## Managing your Profile

Once you have successfully logged in, at the very top of the page there will be a tab labeled with your name. On this page, you will be able to access your involvement, messages, settings, receive help, or log out.

## Involvement

**Memberships** – This is where you can track your current and past memberships of student organizations that you have been a member of while attending IRSC.

**Events** – This is where you can track your attendance at past events you have attended at IRSC and current events.

**Experiences** – This feature allows you to add experiences to your co-curricular transcript: certifications, community service, honors, awards, scholarships, internships and employment, professional development, service learning, and study abroad.

**Interests** – This feature allows you to select your interests. Once you have selected interests RiverLife will make recommendations of organizations for you to join.

**Service Hours** – This feature allows you to track the service hours you have completed while being a student at IRSC. All service hours must be linked to a student organization. You can track the hours approved, pending, or denied. You need a complete description of the service you completed, verification contact information, and total time served.

**Submissions** – This feature allows you to view all the submissions you have completed or that are in progress; therefore, if you start filling out a form on RiverLife and you have to leave your computer you can go back to the document by clicking on submissions.

**Curriculum** – This feature is in the process of being developed at IRSC.

**Downloads** – After you request a file from the system and it has been successfully retrieved, you may download the file in this section. All requested files remain available until deleted.

**Co-Curricular Transcript** – This feature allows you to capture your memberships, events, experiences, and service hours that you participate in throughout your college career at IRSC. These occurrences are all tracked in the My Involvement tab on RiverLife.

When you click on the co-curricular transcript tab you are able to view and print your co-curricular transcript from any computer at any time. This is a great resource for you to add to your resume and utilize when you are applying for scholarships and other opportunities.

## **Messages**

There will be a blue dot next to your name if you have new messages, once you click on the drop down menu, there will be a number in blue indicating the number of new messages you have received. To open the messages click on the blue subject line. You can reply to the message by clicking on reply at the bottom of the page. In addition, all messages sent from RiverLife get sent directly to your IRSC email and you can reply to your messages from your email.

## **Settings**

**Profile** – This is where you can edit your first and last name, RiverMail email, preferred email, and a profile picture.

**Privacy Settings** – The Community Directory Settings serves as a privacy setting for all users on RiverLife. By selecting “show,” you will be listed publically in the system; therefore, you may be indexed by internet search engines. By selecting hide, only users with administrative privileges will be able to see your involvement.

Under Organization Roster Settings, the default is set to have your name shown on the roster. If you don't want your name shown publicly, select “hide” each time you are added as a member to an organization, only administrators in the system will see hidden members.

**Notifications** - The general email notifications setting only affects the additional emails sent to your email address. System messages will always be sent to your inbox within RiverLife, regardless of this setting. In addition, you can sign up to receive text messaging notifications to keep up-to-date on activities taking place within your organizations and around the College.

## **My Organizations**

This feature allows you quick access to the organizations you have joined.

## **Managing your Organization**

The primary contact is the only member of an organization who can manage the organization's profile. When you view your organization's profile, it will take you to the organization home page, and will display 11 tabs on the top of the page.

**Home** – The home page is simply a summary of your organization and provides users with a ‘wall’ comment box.

**News** – This is an area where you can post articles. This feature is very similar to that of a blog.

**Profile** – This tab allows you to edit your organization’s profile information. There is a blue “Edit” button located on the right side.

**Events** – This tab allows you to post events that your organization will be holding. These postings will then be viewed on the main events calendar of RiverLife.

**Roster** – As primary contact, this is one of the most important features to managing your organization. This tool allows you to manage your roster by adding and removing members, editing the positions of members of your roster, and inviting people to join your roster on RiverLife. This feature also allows you to send relays “emails” or text messages to your entire roster or select roster members through the RiverLife inbox system.

**Gallery** – This feature allows you to create photo albums and post photos.

**Documents** – This feature allows you to upload documents that can be viewed by all listed members of your organization.

**Forms** – This feature allows you to create a form for your organization’s use.

**Service Hours** – This feature allows you to track the service hours you have completed as a member of an organization. Must include the following information: Name of the person to receive the service hours; Date when service hours took place; A brief description of the service hours; The number of hours completed.

**Elections** – This feature allows you to conduct elections and surveys through your organization page.

**Manage** – This feature allows you to associate your organization with different interests that users may search for in the organization search engine and update organization cover photos.

### **Organizations or “Discover A New Organization”**

These tabs serve as the directory for all Registered Organizations. The initial list of organizations provides the group name with a brief description of the organization under the name.

**Search** – General search engine tool that will search for organizations that contain a word(s) typed in the organization name.

**Directory (Tool A-Z)** – This tool allows the user to search the directory by the first letter of the name of an organization.

**Categories** – Allows the user to search for organizations based on the category they fall under. The categories include: Academic; Athletics; Campus Recreation; Chastain Campus; College Department; Dixon Hendry Campus; Ft. Pierce Campus; Honorary; Medical; Mueller Campus; Multicultural; Performance; Professional; Religious; Service Organization; Special Interests; St. Lucie West Campus; Virtual Campus.

## **Jump in with these opportunities!**

When you create an event on RiverLife, there is an option to upload a flyer of the event to the listing. The flyer will then appear on the RiverLife homepage on the “Jump in with these opportunities!” flyerboard. All flyers must be in a JPG or PDF format.

## **News**

This is the area where articles are posted by all student organizations, which are created in your organization page under news.

## **Events**

This feature shows the approved Calendar of Events taking place on campus.

## **Resources – “Campus Links”**

On the top right of every page there is a tab labeled “Campus Links.” This tab can direct you to the CCG Organizations Manual, Student Handbook, and the Division of Student Affairs, Department of Campus Safety and Security, and Health & Wellness websites. RiverLife offers an inbox feature for all users. This inbox system is used when registering an organization, receiving messages from a particular organization, or simply corresponding between other users. As an officer or member of an organization, you can send messages to all roster members or selected individuals.