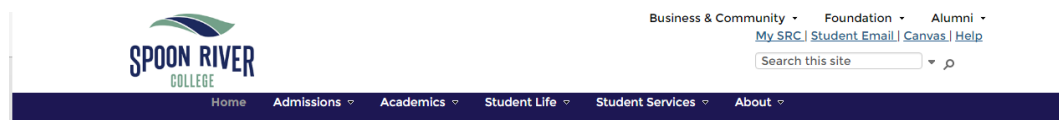


## Login Information

The **Spoon River College (SRC)** portal, *My SRC*, provides students access to personal information based on their association with SRC. *My SRC* is accessible at <http://www.src.edu>.



*My SRC* can also be directly accessed at <https://portal.src.edu/ics>



### Username

Your username format is `firstname.lastname`. If that username has already been assigned to another person, a number will be added to the end (`firstname.lastname.1`). Your first name will be the official first name in your name record on our college administration system (CX). If you supplied a “preferred name” or a nickname on your admissions application or your employment forms, we will use that.

**Example: The name John Wayne Smith would be used to create a username of john.smith, but if that name is already assigned to another person, a sequential number would then be used to create a unique name as john.smith.1.**

### Password

The student's default password is the first 2 letters of the first name (**first letter uppercase**) first 2 letters of the last name (**first letter upper case**) and the last four numbers of the social security number.

**Example: Regarding the above example for John Wayne Smith, his password would be “JoSm1234.”**

### Forgotten passwords

If forget your password for any account and request a reset, we will reset the password on all three accounts (*My SRC*, Student email, Canvas) to the password for new accounts listed above. If you forget your *My SRC* password, contact the Help Desk at (309) 649-6381 and the passwords to your accounts will be reset the next work day.