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](http://www.src.edu).

*My SRC* can also be directly accessed at [https://portal.src.edu/ics](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.