RIT Student Self Service Registration Process

1. Open Internet Explorer and enter the following in the address bar: https://myinfo.rit.edu
2. Type in the username RITSTUDENT and password tiger123. (Password is case sensitive)
3. Click the Login button.
Register New User Screen

1. Enter your first, last name, and employee number *exactly* as it appears on your pay stub.
2. Click the Next button.
Create Username and Password Screen

1. Assign yourself a username and password that you will remember.
2. Password constraints are noted on the screen.
3. Click the Next button.
Review Username Screen

1. Review your proposed username
2. If correct, click the Submit button
Confirmation Page

1. You will see a confirmation page
2. Click Logout
Login with your Username and Password

1. Enter your username and password that you previously chose.
2. Click Login
1. Click on the RIT Student Self Service Link
1. Click on the appropriate selection inside RIT Student Self Service list (e.g. My Paystub, My Banking Information, etc) to view and/or update information.
MY PERSONAL INFORMATION
View / Change Address Screen

1. Changes to this page must be done through the RIT Student Information System (SIS).
2. Click Logout to exit.
Additional RIT Student Self Service Functions:

- **My Banking Information** – used to add, change or delete direct deposit information.
- **My Tax Withholding Information** – to change Federal taxes withheld.
- **My Paystub** – to view or print your payslips
- **My W2 Information** – to view or print your W2 information.

For help with RIT Student Self Service, contact the ITS HelpDesk at 475-HELP (475-4357), F&A Customer Support at x5-4905 or 475-4905.