



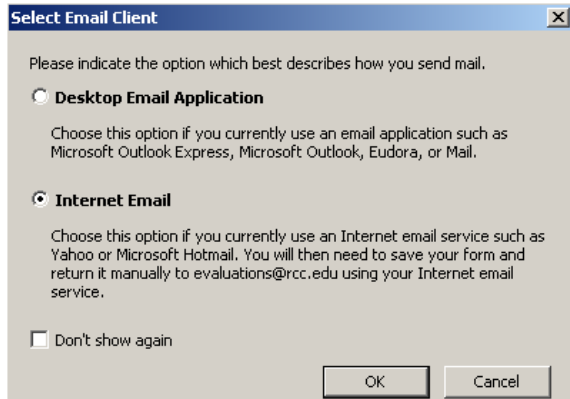
## Directions to Email Prerequisite Validation Form

You may use a desktop email application (Outlook, Eudora, etc) or your RCCD email account to email the Prerequisite Validation form. You will be notified of your results through your RCCD email account, so if your RCCD email account is not yet set-up, please do so now (see directions 1-7 below).

1. Open your internet browser and type **mail.live.com**
2. Type your RCC Windows Live ID (found in your RCC welcome letter and in the [Learn Your RCC Email Address](#) link in WebAdvisor)
3. Type your initial password (6 digit date of birth - MMDDYY) and click the Sign-in button.  
**You will be prompted to reset your password:**
4. At the prompt, type your password from step 3
5. Type a new password (must contain at least 6 characters)
6. Retype your new password and click Submit
7. Close browser

To email the Prerequisite Validation form:

- Open the internet browser to the RCCD website, [www.rcc.edu](http://www.rcc.edu) .
- Click on the Going to College link on the left hand side.
- Go to Step 3 and click on the [Prerequisite Validation form](#) link.
- Fill out the Prerequisite Validation form.
- Click on the E-mail button.
- Choose the bullet Internet Email and click OK



Please Note: If you a version other than Acrobat Reader 9, your Select Email Client box will display differently. You will still choose the Internet Email option.

- Save PDF to Desktop.
- In the address box at the top of the screen type mail.live.com and enter.
- Sign into your RCCD email account.
- Click on New to create a new email message.
- In the To: section, type: [evaluations@rcc.edu](mailto:evaluations@rcc.edu)

To:

- Click on Attach and attach the Prerequisite form from your desktop.
- Click Send to send email.

**Please note that while the forms are processed as quickly as possible, it may take up to 5 working days to process the form. An email will be sent to your RCCD email account with the results of your form.**