

## Signing up for a Riipen Account



There are three options for students to create a Riipen account:

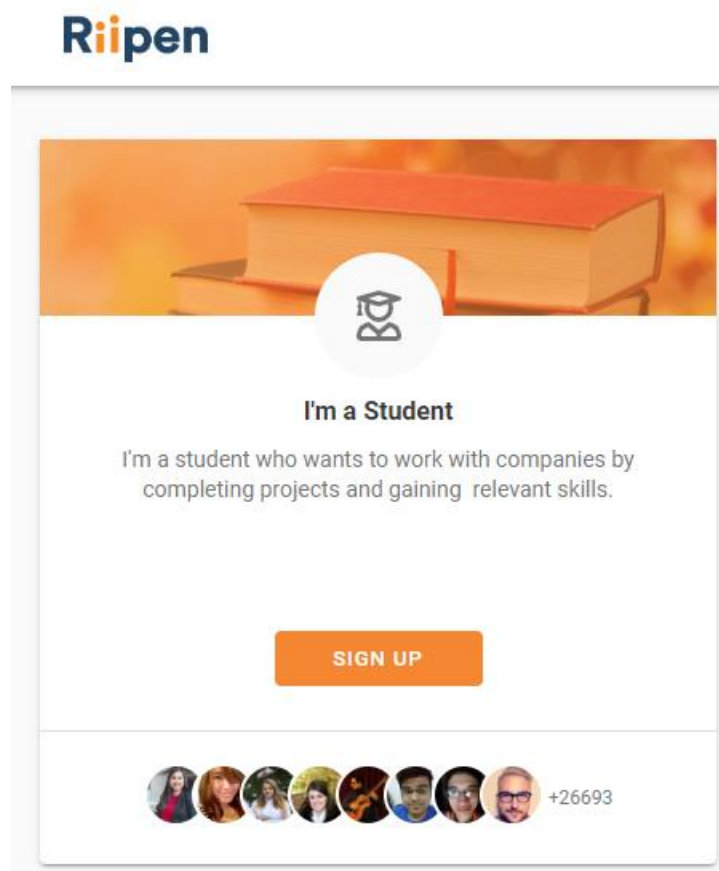
- [Via your LinkedIn account](#)
- [Through instructor-provided link](#)
- [Through Riipen directly](#)

On Riipen, 'creating an account' and 'creating a profile' are the same thing.


### To sign up via LinkedIn

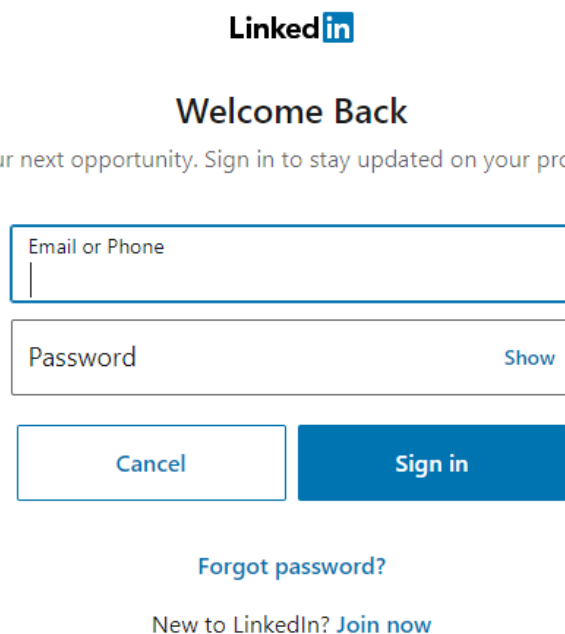
Signing up for Riipen via LinkedIn allows you to easily add completed Riipen projects to your LinkedIn profile.

1. Go to the Riipen website, [www.riipen.com](http://www.riipen.com).
2. In the upper right-hand corner, click .
3. In the 'I'm a Student' section, scroll down and click .







Alt text: Image of the sign-up button located inside 'I'm a Student' section.

4. At the top of the 'Create your profile' page, click . You will be redirected to a new LinkedIn window.



The image shows the LinkedIn sign-in interface. At the top is the LinkedIn logo. Below it is the heading 'Welcome Back' followed by the text 'Don't miss your next opportunity. Sign in to stay updated on your professional world.' There are two input fields: 'Email or Phone' and 'Password'. The 'Password' field has a 'Show' link to its right. Below the input fields are two buttons: 'Cancel' and 'Sign in'. At the bottom, there are two links: 'Forgot password?' and 'New to LinkedIn? Join now'.


Alt text: Image of new LinkedIn sign in window

5. Type your LinkedIn sign-in information.
6. Click . You will be redirected to your Riipen dashboard.
7. To customize your profile, on the left side of your dashboard, click  **PROFILE** and scroll down. In the 'About' section, click  and complete the sections. Click  when finished. For information on adding a school, see the instructions, '[To add your school through the Dashboard.](#)'

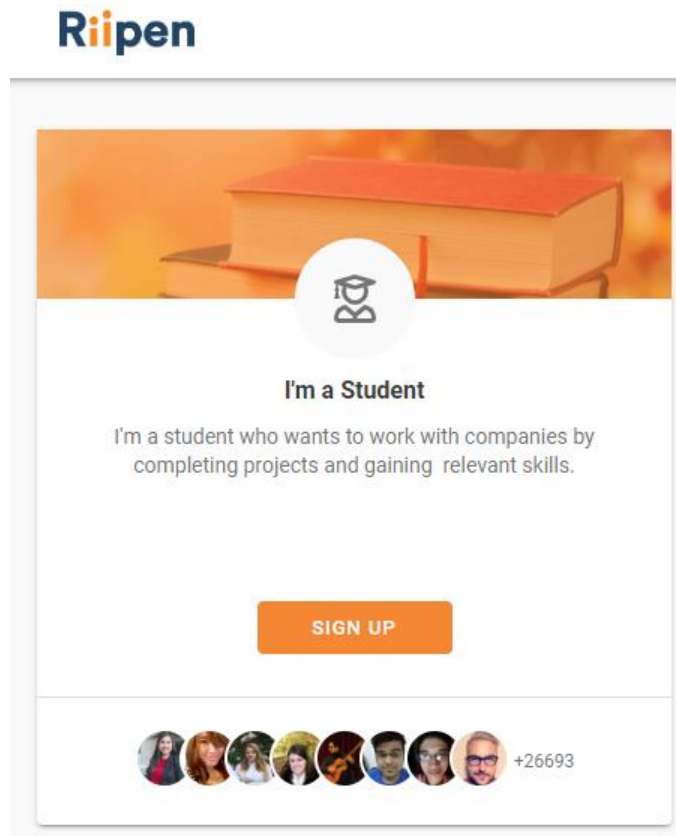
Customizing your profile is not required, but it will enhance your Riipen experience!

### To sign up using an instructor-provided link

If your instructor provided your class with a course link, you can use that to access Riipen's website. The sign-up process is nearly identical to signing up directly on Riipen.

1. Click on your instructor-provided course link. You will be redirected to the Riipen login page.
2. In the upper right-hand corner, click .

3. In the 'I'm a Student' section, scroll down and click [SIGN UP](#) .



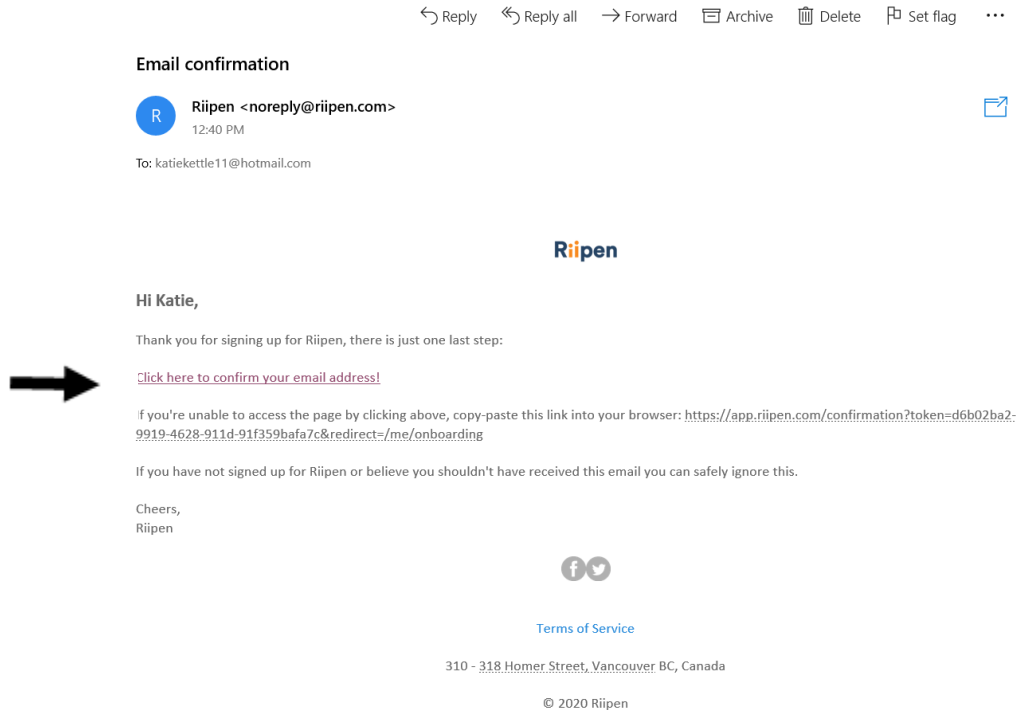
Alt text: Image of the sign-up button located inside 'I'm a Student' section.

4. On the 'Create your profile' form, complete all required fields.

A screenshot of the Riipen 'Create your Profile' form. The header includes the Riipen logo, a search icon with the text 'EXPLORE', and a 'LOG IN' button. The form itself has a title 'Create your Profile' and a subtitle 'or'. It contains several input fields: a first name field with 'John', a last name field with 'Smith', an email field with 'jsmith@email.com', and two password fields represented by asterisks. Below the passwords is a checkbox labeled 'I agree to the Riipen Terms of Service' which is checked. At the bottom left is a reCAPTCHA widget with a green checkmark and the text 'I'm not a robot'. At the bottom right is an orange 'SIGN UP' button. A small orange circle with a question mark is visible in the bottom right corner of the page.

Alt text: Image of a completed profile form with all fields filled and boxes checked.

5. Click **SIGN UP** . You will be redirected to an email confirmation page.
6. Open your email account associated with your Riipen account and open the new message from Riipen.
7. Click on the link to confirm your email address. Once you have confirmed your email, you will be redirected to a new Riipen window.



Alt text: Image of Riipen email confirmation link location.

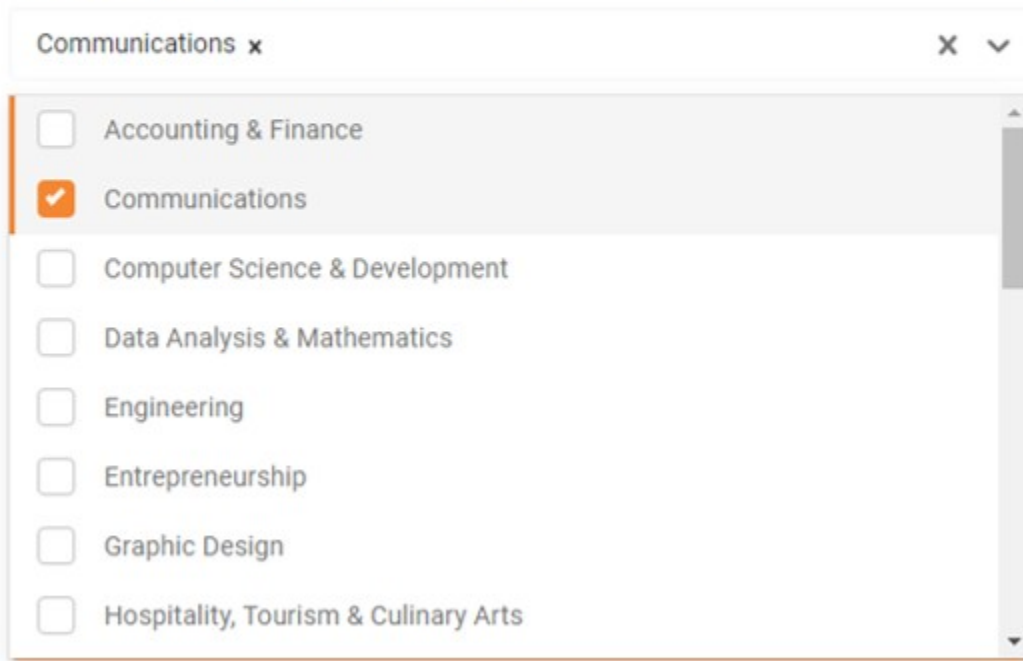
8. On the lower right side of the new 'Starting your Riipen Journey' webpage, click **CONTINUE →** . You will be redirected to a 'Customize your profile' webpage.  
Customizing your profile will improve your Riipen experience.
9. Single-click in the 'Categories' field. A drop-down menu of options will appear.

10. Click in the empty checkboxes to choose your categories of interest.

## Customize your profile.

What categories are you interested in? \*

This will improve the recommendations you receive.



The screenshot shows a web form titled 'Customize your profile.' with a question 'What categories are you interested in? \*' and a subtext 'This will improve the recommendations you receive.' Below this is a dropdown menu. The dropdown is open, showing a list of categories with checkboxes. The 'Communications' category is selected, indicated by an orange checkmark. The other categories are 'Accounting & Finance', 'Computer Science & Development', 'Data Analysis & Mathematics', 'Engineering', 'Entrepreneurship', 'Graphic Design', and 'Hospitality, Tourism & Culinary Arts'. The dropdown menu has a search bar at the top with the text 'Communications x' and a close button 'x' and a dropdown arrow 'v'.

Alt text: Image of a successfully selected category of interest.

You also have the option to upload your résumé at this point. Uploading your résumé is not required, but it will make your profile more complete. To upload, drag & drop your file into the gray region with the document upload icon.

11. Scroll down to the bottom of the page and click **SAVE & CONTINUE**.



### **Caution**

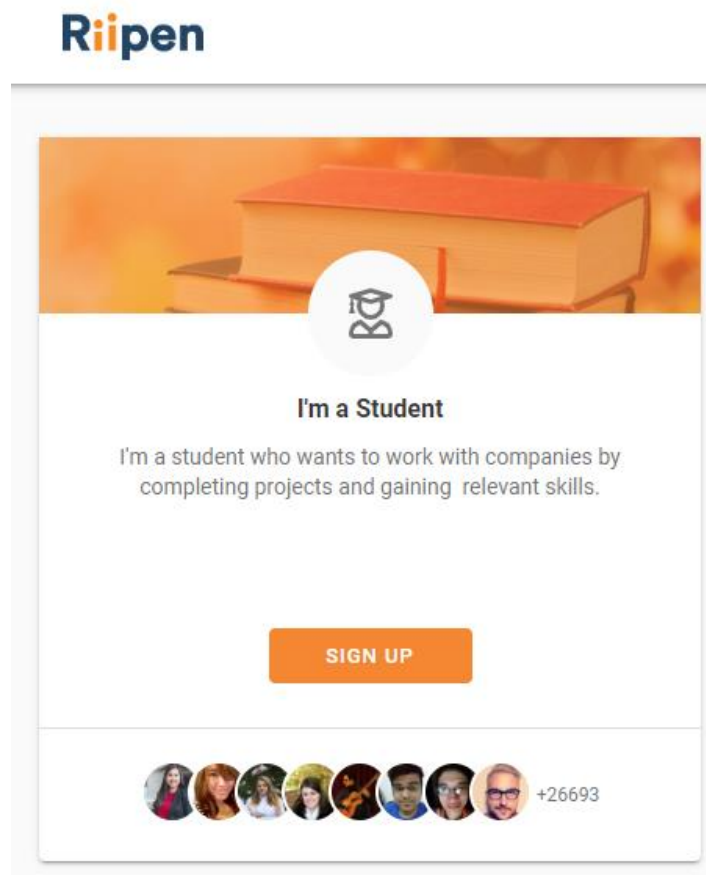
You must click 'Save & Continue.' Otherwise, if you exit the platform, your selected categories will be lost.

12. To find your school, click ** I WANT TO COMPLETE A PROJECT FOR A COURSE.**. You will be redirected to a new 'Let's find your course' webpage.

## To sign up directly to Riipen

If you do not have a LinkedIn account or instructor-provided link, don't worry! You can create an account directly on Riipen.

1. Go to the Riipen website, [www.riipen.com](http://www.riipen.com).
2. In the upper right-hand corner, click .
3. In the 'I'm a Student' section, scroll down and click .

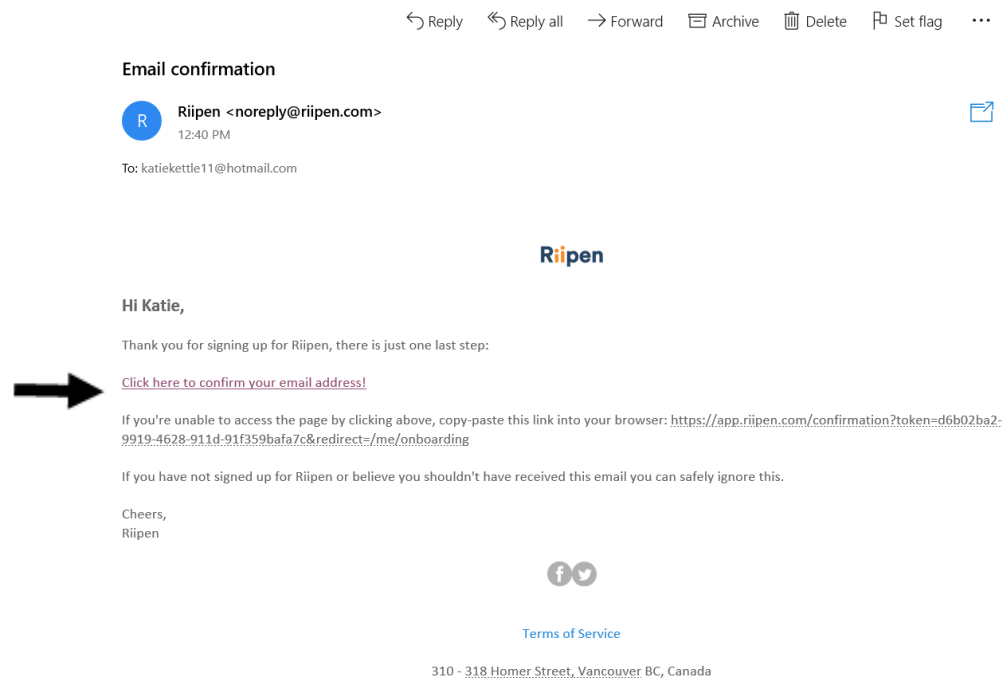


Alt text: Sign up button located inside 'I'm a Student' section.

- On the 'Create your profile' form, complete all required fields.

Alt text: Image of completed profile form with all fields filled and boxes checked.

- Click **SIGN UP**. You will be redirected to an email confirmation page.
- Open your email account associated with your Riipen account and open the new message from Riipen.
- Click on the link to confirm your email address. Once you have confirmed your email, you will be redirected to a new Riipen window.



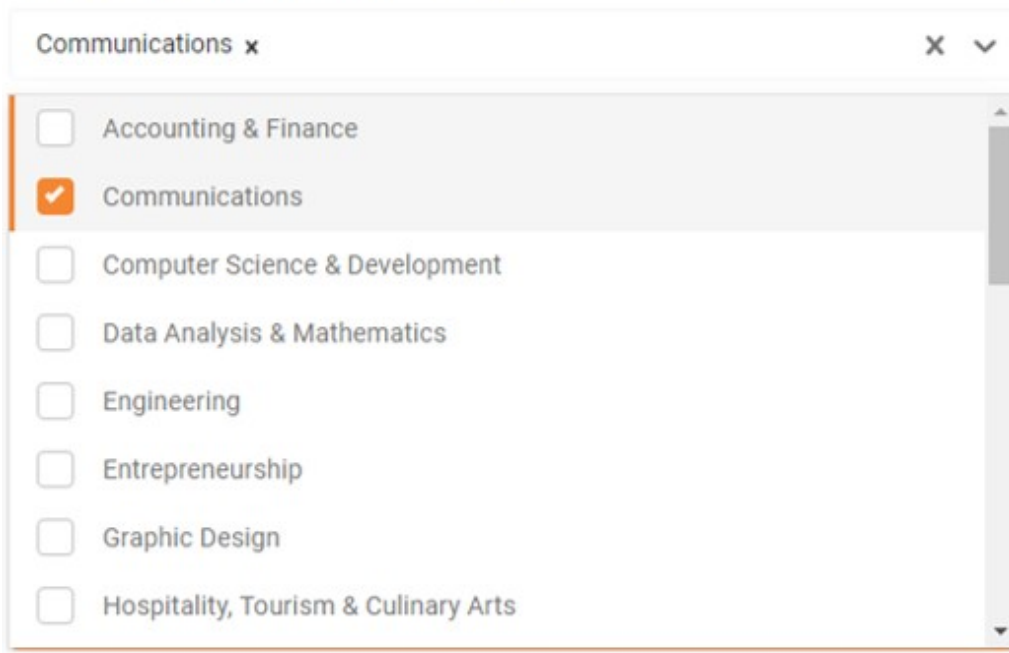
Alt text: Image of Riipen email confirmation link location.

8. On the lower right side of the new 'Starting your Riipen Journey' webpage, click **CONTINUE →**. You will be redirected to a 'Customize your profile' webpage. Customizing your profile will improve your experience on Riipen.
9. Single-click in the 'Categories' field. A drop-down menu of options will appear.
10. Click in the empty checkboxes to choose your categories of interest.

## Customize your profile.

What categories are you interested in? \*

This will improve the recommendations you receive.



The screenshot shows a web interface for customizing a profile. At the top, there's a header 'Communications x' with a close button 'x' and a dropdown arrow. Below this is a list of categories with checkboxes. The 'Communications' category is selected, indicated by an orange checkmark. The other categories are: Accounting & Finance, Computer Science & Development, Data Analysis & Mathematics, Engineering, Entrepreneurship, Graphic Design, and Hospitality, Tourism & Culinary Arts. A scrollbar is visible on the right side of the list.

Category	Selected
Accounting & Finance	<input type="checkbox"/>
Communications	<input checked="" type="checkbox"/>
Computer Science & Development	<input type="checkbox"/>
Data Analysis & Mathematics	<input type="checkbox"/>
Engineering	<input type="checkbox"/>
Entrepreneurship	<input type="checkbox"/>
Graphic Design	<input type="checkbox"/>
Hospitality, Tourism & Culinary Arts	<input type="checkbox"/>

Alt text: Image of a successfully selected category of interest.

11. Scroll down to the bottom of the page and click **SAVE & CONTINUE**.

### **⚠ CAUTION**

You must click 'Save & Continue.' Otherwise, if you exit the platform, your selected categories will be lost.

12. To find your school, click **🏠 I WANT TO COMPLETE A PROJECT FOR A COURSE.**. You will be redirected to a new 'Let's find your course' webpage.



## Adding your school

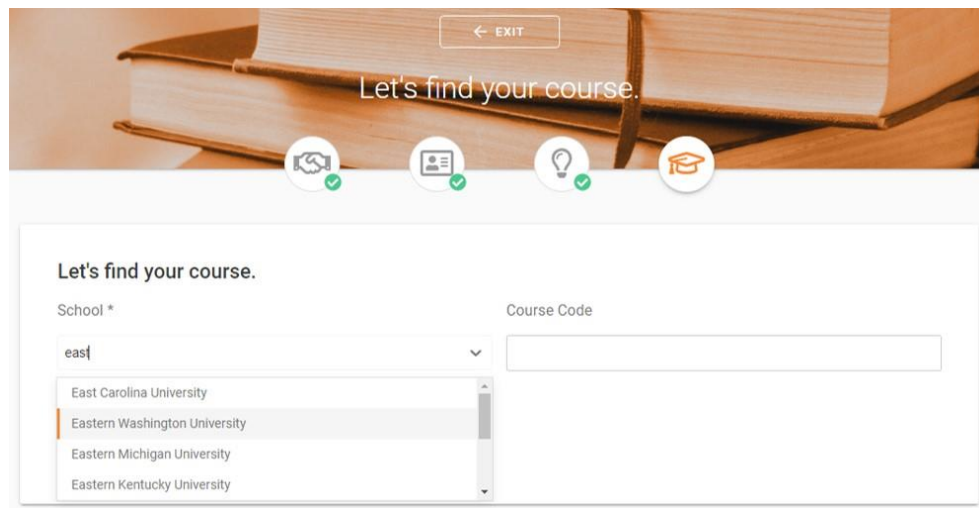
There are two ways to find and add your school to your profile:

- [While first setting up your Riipen account](#)
- [Through your Riipen account Dashboard](#) (your account homepage)

### To add your school while first setting up your account

Finding your school will automatically come up in the set-up process when you are first creating your Riipen account.

1. On the 'Let's find your course' webpage, single-click in the 'Schools' text-entry field. A drop-down menu will appear with a list of school names.
2. Select the name of your school.

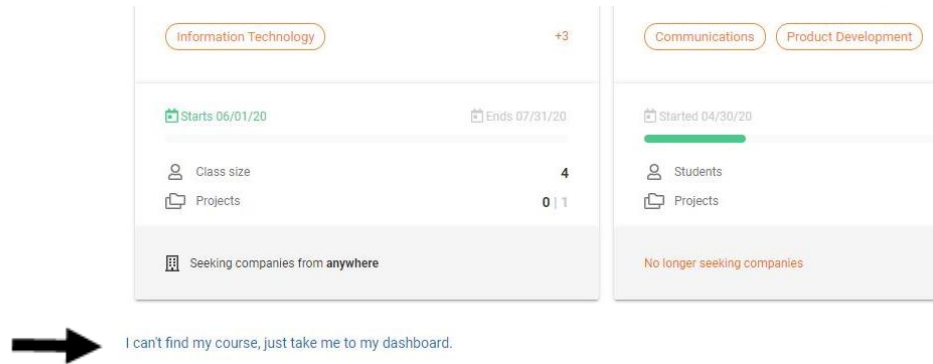
The image shows a web interface for finding a course. At the top, there's a header with a background image of books and the text "Let's find your course." with a back arrow and "EXIT" button. Below the header are four circular icons with green checkmarks. The main content area is titled "Let's find your course." and contains two input fields: "School \*" and "Course Code". The "School \*" field has a dropdown menu open, showing a list of universities: "East Carolina University", "Eastern Washington University", "Eastern Michigan University", and "Eastern Kentucky University". The "Course Code" field is empty.

Alt text: Image of the drop-down list of school names.

If you do not see your school in this list, then try the following methods:

- Double-click in the 'Schools' text-entry field and type the name of your school. When the name of your school appears, click on it.

- Scroll to the bottom of the 'Let's find your course' page. Click on the link, [I can't find my course, just take me to my dashboard.](#) For further instructions, see ['To add your school through the Dashboard.'](#)

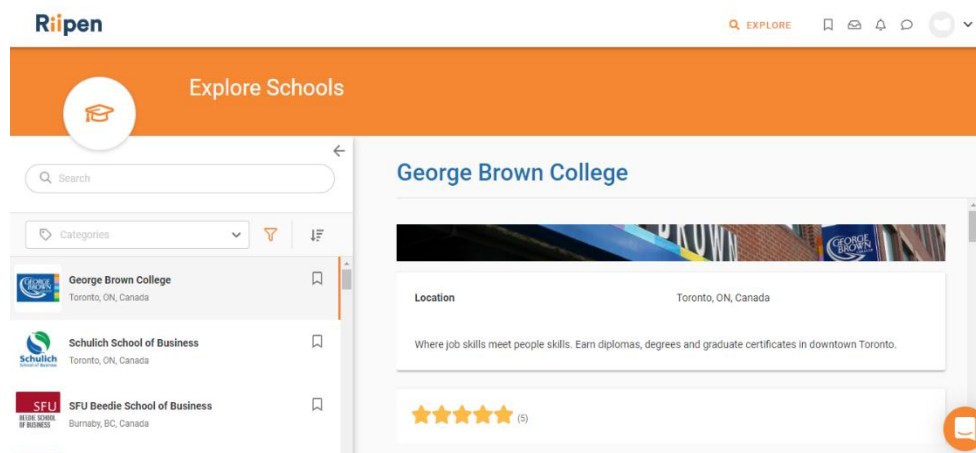


Alt text: Image of the link, 'I can't find my course. Just take me to my dashboard,' located at the bottom of the page.

### To add your school through the Dashboard

After you exit the initial Riipen signup walk-through, you can still add your school through your Riipen account dashboard (your account homepage).

1. On the left side of your dashboard, click **SCHOOLS**.
2. On the right side, click **FIND MY SCHOOL**. An 'Explore Schools' page will appear with a list of schools.



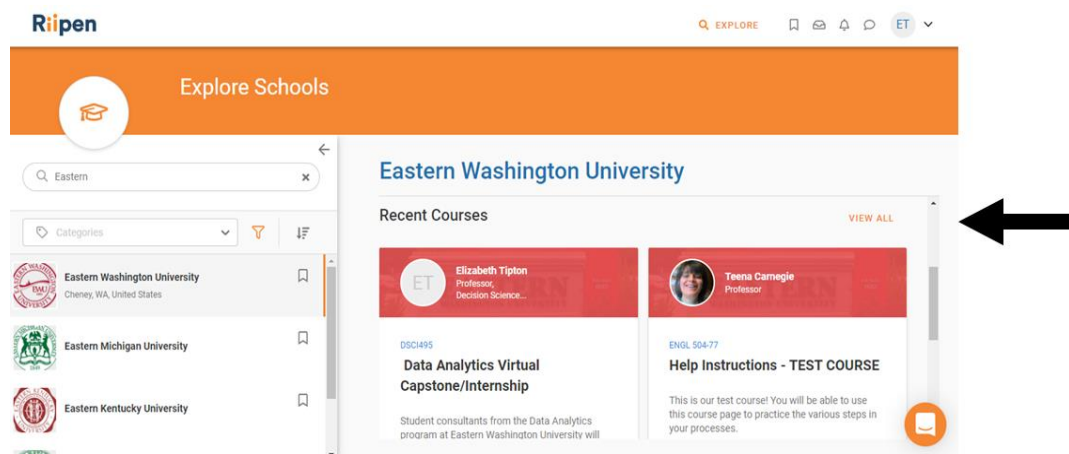
Alt text: An image of the Riipen Explore Schools webpage.

3. On the left, scroll through the list of names. Click on your school.

If you do not see your school on this list, click the 'Search' field and type the name of your school. When the name of your school appears in the list, click on it.

4. In the central part of the page, scroll down to view courses.

If you do not see your course on this page, click [VIEW ALL](#). A page with all of your school's courses will appear.



Alt text: Image of a school selected on the Riipen Explore Schools webpage showing the most recent courses; the View All link is at the right of the page.