How to Become a RISE Member

1. Start at the RISE website: rivier.edu/rise
2. Scroll down the page and click on the RISE Membership Portal link.
3. In the black menu bar near the top of the page, click on **RISE MEMBERSHIP.**
4. Scroll down and select **RISE Member** as your Membership Level.
5. Click **Next.**
6. Scroll down and type your email address in the **Email box** and click on **I'm not a robot.**
7. Click **Next.**
8. Scroll down and fill in the application form.
9. Click **Next.**
10. Review and confirm your membership, then click **Confirm**. You will see your RISE membership profile.
11. You will receive an email confirming your membership.

Logging in to your Membership Portal Account

1. Start at the RISE website: rivier.edu/rise
2. Scroll down the page and click on the RISE Membership Portal link.
3. Click the gray **Log in** box in the upper right corner of the page. Click **I'm not a robot**.
4. Type your email address in the **email** box and your password in the **password box** and click **Log In**.
5. Click on the box that says: **I agree to the terms of use for Wild Apricot's websites, mobile apps, and services** and click **Continue**. You will receive this message the first time you log in.
6. If you are a new member, follow the steps below to create a password. If you are an existing member who has forgotten your password, follow the steps below as well.
   - Click on **Forgot password**, type your email address, click the **I'm not a robot**, then click **Submit**.
   - Check your email for a message that will tell you how to choose a new password for your RISE account.
   - Click on the link under the words: **To choose a new password go to:**
   - Type your new password then type it again in the **Confirm new password** box.
   - Click the gray **Log in** box in the upper right corner of the page and use your email address and new password to Log in.

Registering for Courses

1. Once you have logged in to your Membership Portal Account, you can register for Courses.
2. Scroll down to the black bar and click **REGISTER FOR COURSES**.
3. Click on the **Register** button for the course you want to take then click **Next**.
4. Ensure that your registration information is correct and click **Next**.
5. Review the information about the class you've registered for and click **Confirm**. You will receive a separate email for each course you've registered for.
6. To register for another class, click **REGISTER FOR COURSES** in the black bar.

If you need help becoming a RISE member or registering for classes, please don't hesitate to call Susan at the RISE office at 603-897-8623.