

435 Glenwood Road, Binghamton, NY 13905-1609

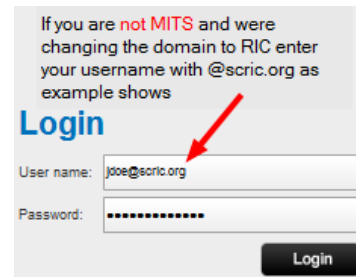
Service Desk Phone: (607) 766-3800

**Summary:** This website will allow you to access your SCRIC applications through the website.

## Steps:

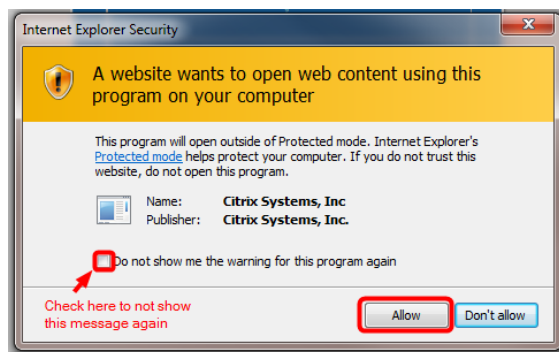
1. Open an internet browser and go to <https://ricanywhere.southcentralric.org>
2. On the left you will be able enter your login information. On the right you will be able to view Updates and Information. This will include notices of any scheduled application updates, maintenance dates etc.
3. If you are one of the following MITS districts – login using your **full email address** for the username:

Bainbridge	Otselic Valley
Binghamton	Sidney
BTBOCES	Tioga
Chenango Forks	Unatego
Deposit	Union-Endicott
Greene	Vestal
Harpurville	Whitney Point
Maine-Endwell	Windsor
Newark Valley	



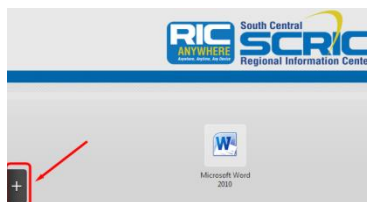
If your district is not listed above – your username at the login screen will be your [username@scric.org](#)

4. If you are a MITS District (as listed above) your password is the same as your network login. For all other Districts use your assigned password.
5. Click on **Login**



*If you get the Internet Explorer Security message “A website wants to open web content using this program on your computer” – click on **Allow***

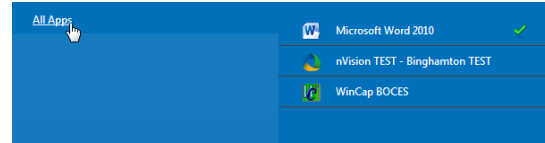
6. Once you are logged in you will have access to different applications (applications you have rights to). If you do not see an icon for a particular application that you use and you would like it added to the main screen, click on the + sign (as indicated below)



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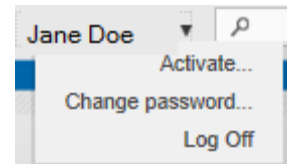
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- To view these apps – click on **All Apps**. This will open and show you a list of available applications. To select an application, click on **the application name**. This will add the icon to your main page for future use. Click to the right of the blue section to close the Add Apps box.



- To access any application listed on the main page, double click on the icon to open it. You would then enter your username and password (if required) to access that particular program.

- In the upper right corner of the screen you will see your name along with a dropdown arrow. Here you will be able to change your password and **Log Off**.



**IMPORTANT:** *If you change your password here and you are in a MITS district, this will change the password for your login to the district's network as well. All passwords should be a minimum of **8 characters long, include at least one number and one capital letter.***

## Need Help Link

If you have a question and need assistance, click on the **Need Help?** link located at the bottom of the screen. This link will take you to the RIC Anywhere Support page. Here you will find valuable information including Manuals, How-To documentation, Video Tutorials, Downloads and Forms. It will also give you a link to the Service Desk where you can submit a service request if needed. You can always call the **Service Desk at 607-766-3800** for immediate assistance (Monday -Friday 7 a.m.-4:20 p.m.).

