Registering for a RBR SCOIR Account

1. Students must register for the RBR SCOIR account for you to connect to the RBR information system and link to your school counselor. Accounts made directly on SCOIR will not have complete information for you to use.
2. All students get access to SCOIR in May of sophomore year. SCOIR sends an invitation to the student's school email address.
3. Click the **Register My Account!** link in the invite email you've received to get started.
4. Follow the prompt to create a password.
5. We recommend you change your account from your school email to your personal email so that you can have colleges notify you directly (the school firewall will block emails going to school email). This must be done senior year.
6. To change your email, navigate to the **My Profile** tab, specifically to **Personal Details**. Your email(s) will be listed under **Account**.
7. Click **+ Add Alternate Email** button and enter the email address you would like for the backup/alternate email address. You can select if you would like to receive notifications at this email address as well using the checkbox. Click **Done** once complete. You should then see an **awaiting validation** notice in purple next to that email address on your profile under **Account**.
8. A verification email will be sent to the new email address. The email **must** be confirmed by clicking on the link and logging into Scoir as you normally would with your old email and password.
9. **Once confirmed**, you will get confirmation the account was verified. You cannot make the secondary email address your primary email until you have verified it!
10. You can then make that email address your primary email address by going to your Student Profile page and selecting the **Make Primary** button next to the email address on your profile under **Account**.
11. You can then also remove the old email address by clicking the pencil icon next to your emails on your Account or simply keep the other email as a backup/secondary email. We recommend keeping your school email address as a secondary email.