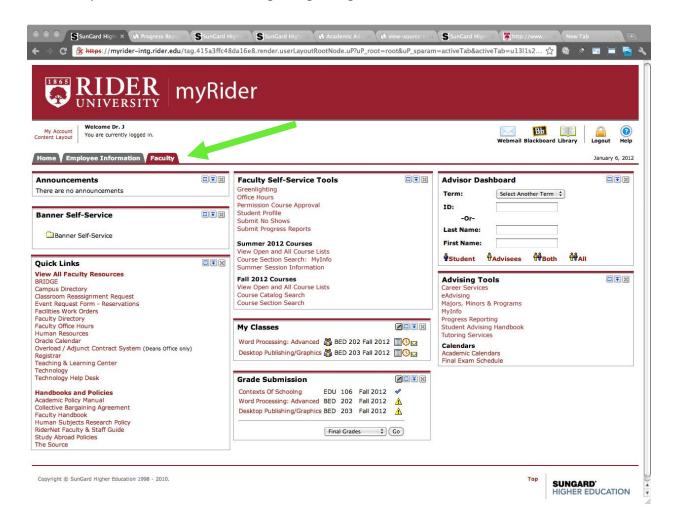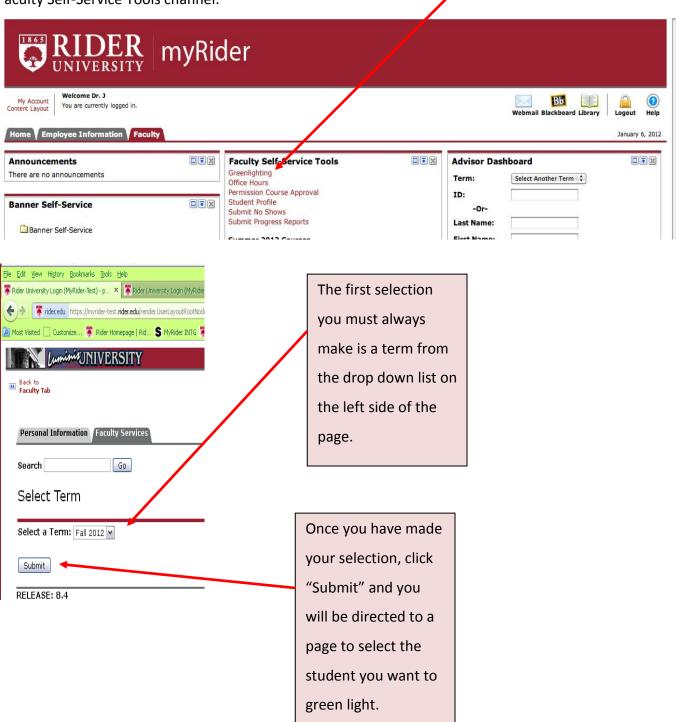Faculty and advisors will be able to assist students using the faculty page on MyRider. Access to MyRider can be obtained by logging into myRider.rider.edu using either Internet Explorer or Firefox.

Once you have logged into myRider, you will be taken to your home screen where you will see various current Rider events and news. Notice your tabs now include a Faculty Tab in addition to your Home and Employee Information tab. The Faculty tab will provide you with links to the functions you will use most in advising and grading students.
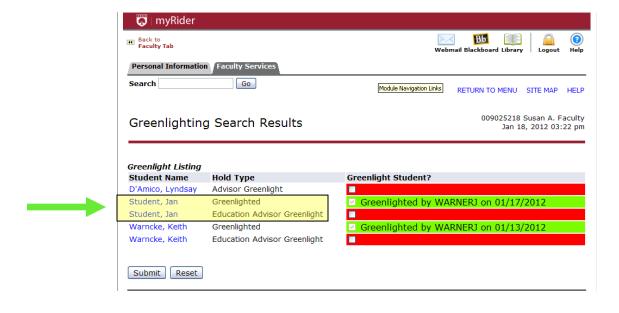
Green Lighting Students

Once you navigate to the Faculty Tab, you will notice there is a link to greenlight students in the Faculty Self-Service Tools channel.
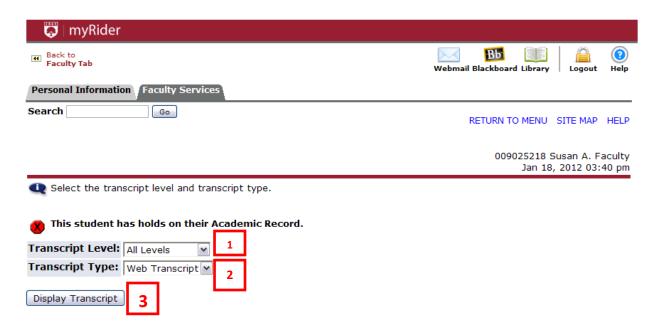

The first selection you must always make is a term from the drop down list on the left side of the page.

Once you have made your selection, click "Submit" and you will be directed to a page to select the student you want to green light.

You can either view your entire list of advisees, or select individual students.

To view all of your advisees, leave all of the boxes blank, then click the radio button for Advisees (1) then click Submit (2).
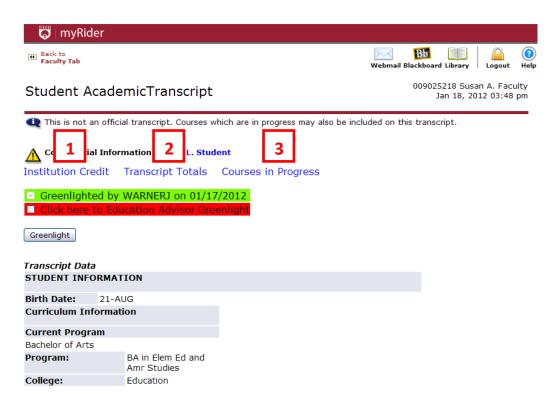
The resulting page will show your advisees and indicate their greenlighting status, as well as who greenlighted the student and on what date. You will note that education majors will be listed twice as they need to be greenlighted by both their education advisor as well as their second major advisor.
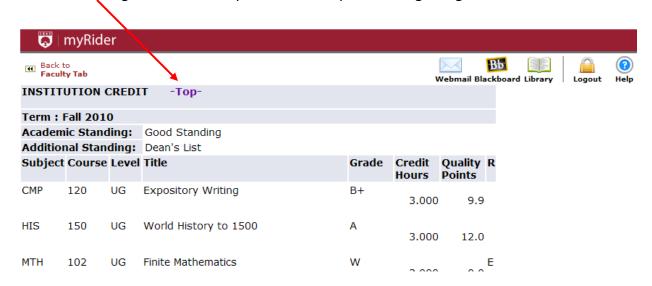
Prior to greenlighting students, you should review their transcript, which you can link to by clicking on the students name on the Greenlighting Listing page. The next page will indicate whether the student has any holds and ask what type of transcript you want to see. Transcript Level (1) lets you choose whether you want to see the Undergraduate transcript, Graduate transcript, or a transcript of All Levels of the student. Transcript Type (2) currently only offers the choice of Web Transcript. Click Display Transcript (3) to be taken to the web transcript.
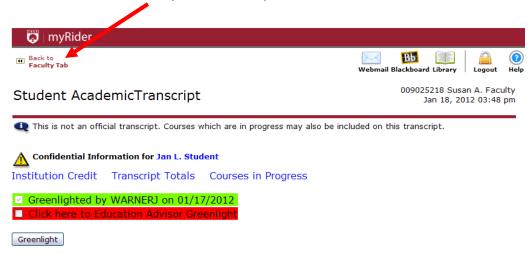
The top of the transcript will again display the greenlighting status of the student, and will permit you to greenlight the student from this screen. Additionally, you can directly link to the Institutional Credits (1) earned by the student, their Transcript Totals (2) and their Courses in Progress (3) by clicking on the appropriate title, or you can scroll the web page to view the entire transcript.

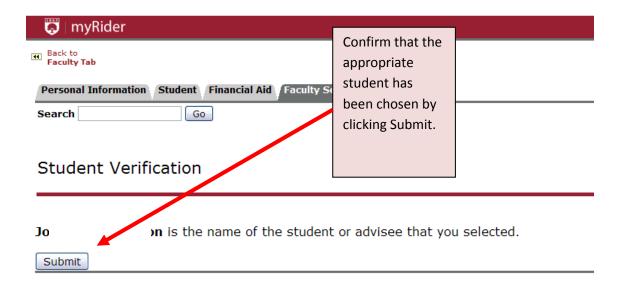There is a link to get back to the top of the transcript at the beginning of each section.

Once you have reviewed the transcript, and you have greenlighted the student, you should click the link for Back to Faculty Tab in the top left corner of the screen
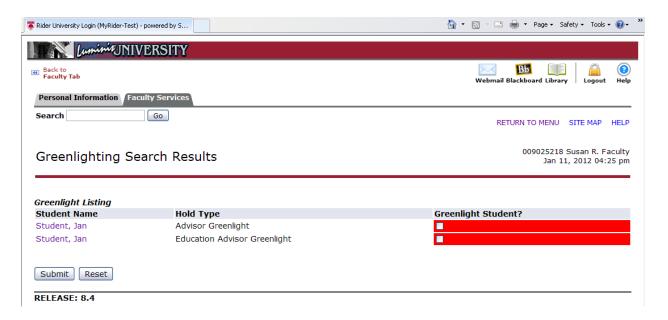
To greenlight an individual student without viewing your entire advisee list, either type in the student's BroncID in the Student or Advisee ID box (1), or type in their first and/or last name and select the radio button (2) indicating whether they are a student in your class, your advisee, both a student and advisee or any active student at the university. After either option, click Submit. (3)
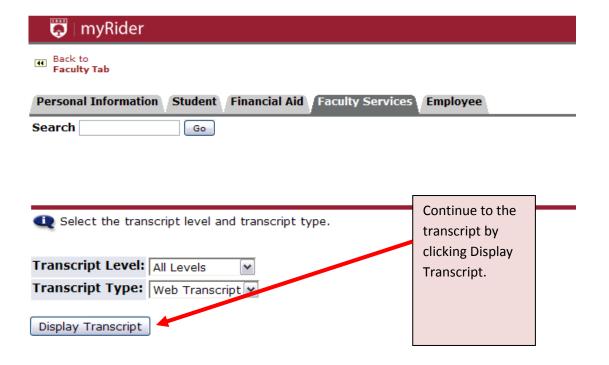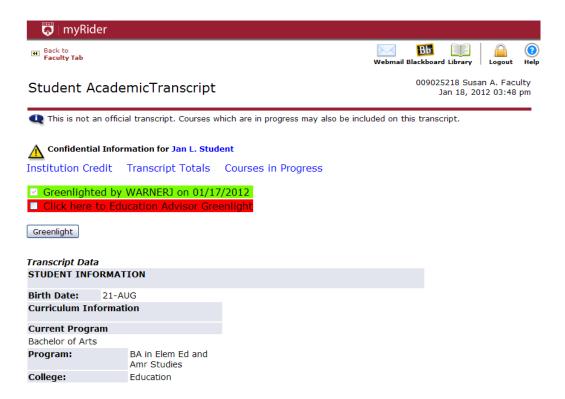
You can either greenlight the student directly from this screen, or click on the student name to view their transcript.

If you would like to review the student's transcript before green lighting them, click on the student's name. You will be directed to a selection screen to choose the transcript options you would like. Once you have made your selections, click Display Transcript, and the student's transcript will display on your screen.

You can green light the student directly from this transcript page by clicking the check box next to the red message (Click here to Advisor Greenlight) at the top of the transcript, or you can green light back on the Greenlighting Search Results Page.

While advising students, you can view the sections available each semester by clicking the Course Section Search within the Faculty Self-Service Tools channel. Once again, when you click this link, you will be prompted to select a term from a drop down list and click submit. The resulting page will give you selection criteria from which you can narrow down the number of sections to review. You can search by subject, course number, course title, schedule type (such as applied lessons, independent study, labs, etc.), instructional methods (such as standard, on-line, hybrid, etc.), campus, faculty name and more.