

Role student

Last Modified on 18/07/2025 12:20 pm CDT

Auto-register

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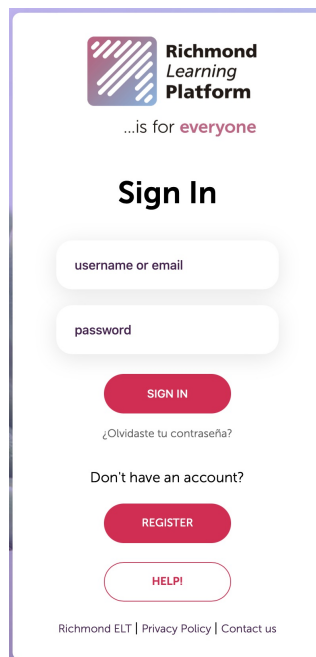
If you already have a username and password, you can skip this step.

It is very important to register on the Richmond Learning Platform to have access to all the teaching tools 😊!

✓ Enter to <https://richmondlp.com/>

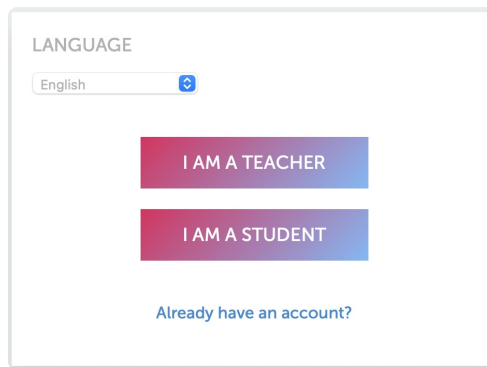
✓ Click on "Login/Register"

✓ Click on "Register"



The screenshot shows the login interface of the Richmond Learning Platform. At the top is the logo with the text 'Richmond Learning Platform' and the tagline '...is for everyone'. Below this is a 'Sign In' heading. There are two input fields: 'username or email' and 'password'. A red 'SIGN IN' button is positioned below the password field. Underneath the button is a link that says '¿Olvidaste tu contraseña?'. Below that is the text 'Don't have an account?' followed by a red 'REGISTER' button. At the bottom of the form is a red 'HELP!' button. The footer of the page contains the text 'Richmond ELT | Privacy Policy | Contact us'.

✓ Select "I am a student"



LANGUAGE

English

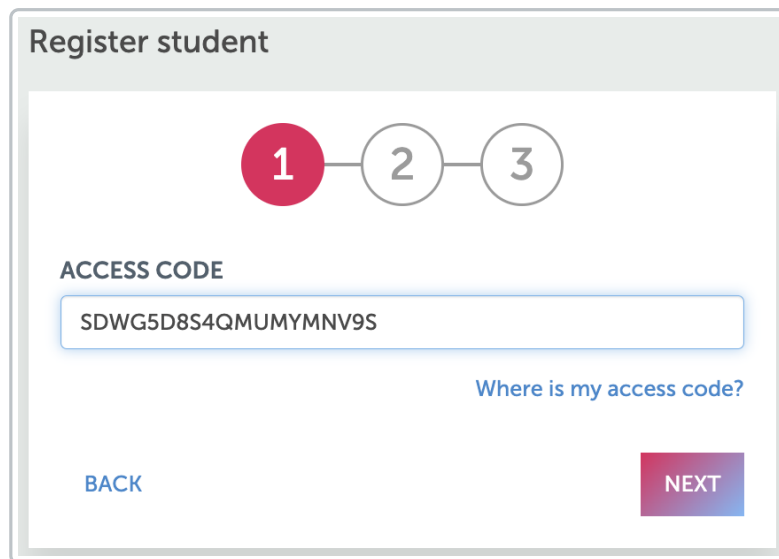
I AM A TEACHER

I AM A STUDENT

[Already have an account?](#)

✓ **Code access**

1. Write in the search engine your Code Access and click on "**Next**".



Register student

1 — 2 — 3

ACCESS CODE

SDWG5D8S4QMUMYNV9S

[Where is my access code?](#)

[BACK](#) [NEXT](#)



If you don't know where your Code Access is, click [Here](#).

2. Write your personal information and click on "Next":

- First name
- Last name
- City
- Zip code
- Country
- Email and confirm email
- Password and confirm password

3. Enter your "**Class code**", click on "**Check**", accept the terms and conditions, and click on "**Finish**".

Your Details

Class Code

Your Details	Class Code
<div> <div>Register student</div> <div> <div>1</div> <div>2</div> <div>3</div> </div> <div> <div>Your details</div> <div>FIRST NAME</div> <div> <div>María</div> </div> <div>LAST NAME</div> <div> <div>Pérez Sánchez</div> </div> <div>CITY</div> <div> <div>Ciudad de México</div> </div> <div>ZIP CODE / POSTAL CODE</div> <div> <div>10000</div> </div> <div>COUNTRY</div> <div> <div>Mexico</div> </div> <div>EMAIL / USER</div> <div> <div>maria_perez@alumno.com</div> </div> <div>CONFIRM EMAIL / USER</div> <div> <div>maria_perez@alumno.com</div> </div> <div>PASSWORD</div> <div> <div>*****</div> </div> <div>CONFIRM PASSWORD</div> <div> <div>*****</div> </div> <div> <div>BACK</div> <div>NEXT</div> </div> </div> </div>	<div> <div>Register student</div> <div> <div>1</div> <div>2</div> <div>3</div> </div> <div> <div>CLASS CODE</div> <div> <div>MDF7D4LK</div> </div> <div>CHECK</div> <div> <input type="checkbox"/> I don't have a class code. <input type="checkbox"/> I agree with the terms and conditions </div> <div> <div>BACK</div> <div>FINISH</div> </div> </div> </div>

4. To complete the registration, you need to confirm your email address through a message the platform will send you.

Register student

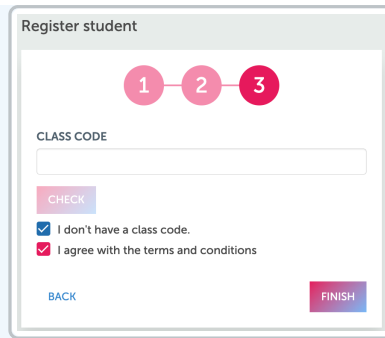
Almost there!

We have sent an email to maria_perez@alumno.com with a link to ACTIVATE YOUR ACCOUNT.

Please follow the link in your email to complete your registration. Make sure you also check your Spam folder. The activation link is valid for 5 days only.



If you don't have a class code, select the corresponding option, accept the terms and conditions, and click "Finish".

A screenshot of a 'Register student' form. At the top, there are three red circles with numbers 1, 2, and 3, connected by lines. Below this is a 'CLASS CODE' label and a text input field. A 'CHECK' button is positioned below the input field. Underneath the button are two checkboxes: the first is checked and labeled 'I don't have a class code.', and the second is checked and labeled 'I agree with the terms and conditions'. At the bottom left is a 'BACK' button, and at the bottom right is a 'FINISH' button.

Register student

1 2 3

CLASS CODE

CHECK

☒ I don't have a class code.

☒ I agree with the terms and conditions

BACK FINISH



Self-registration is not available for:

Mexico, Brazil, Argentina, El Salvador, Honduras, Guatemala, Colombia, and Central American countries.

My profile

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My Profile

Within your profile as a Student, you will find information that identifies and allows for effective account management. This information includes:

- **Email:** This field displays the email address associated with the account. Important notifications will be sent to this email, and it can be used to reset the password if necessary.
- **Username:** Refers to the unique name a user chooses to identify themselves in the RLP. This name is unique to each user.
- **First and Last Name:** These fields contain the full name of the Student.
- **Country:** This indicates your country of origin or current location as the Student.
- **Time Zone:** The time zone specified in the profile adjusts the platform's timings and dates according to your geographical location, facilitating activity coordination.
- **Educational Institution:** This field shows the name of the educational institution associated with the account.
- **Password Change:** Here, you can update the current password if desired. Keeping credentials secure is essential to ensure account safety.
- **Parents App:** Here you can copy and paste the Identification Code or, alternatively, scan the QR code from your cell phone to access the parent application, where you can monitor the activities assigned to your children. On this website, you can review the progress of your child or children in their English language learning.

General

E-MAIL
richmondelt18+escolar_stdavid1@gmail.com

USERNAME
richmondelt18+escolar_stdavid1@gmail.com

FIRST NAME
Student1

LAST NAME
Escolar

COUNTRY
Mexico

TIMEZONE
Your timezone is Mexico City (GMT-06:00)

INSTITUTION
DEMO DAVID SCOLAR HELP DESK

Notification settings

EMAIL

- ☒ New assignment
- ☒ New message
- ☒ New marks

Parents app

You can copy & paste the identifier below or use your mobile phone camera to read the QR code.

[DISPLAY IDENTIFIER](#)

[CHANGE PASSWORD](#) [SAVE](#)

What notifications can I activate?

In this option, you can select various notifications according to your preferences. These notifications are designed to keep you informed in a timely and efficient manner. The available options are as follows:

- **New assignment:** By activating this notification, you will receive an email alert whenever a new assignment.
- **New message:** This notification will keep you informed about important messages related to the system. Whether it's updates, configuration changes, or relevant announcements.
- **New marks:** This notification will keep you informed about important messages related to new brands.

You can activate these options according to your preferences and adjust them at any time to ensure you're receiving the desired information accurately and promptly.

How do I change my password?

To change your password, follow these steps:

Click on **Change Password** and enter:

- Current password
- New password
- Click on **Save**

Change Password

Tu navegador no admite la reproducción de videos.



If you have any additional questions, please refer to the Frequently Asked Questions section: [Click on here](#)

My uploads

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My Uploads

My Files refers to all the documents and links to web pages that you have uploaded and shared on RLP. In this section, you can upload documents of various types, which you can filter for more effective searching.



Filtrar lista por		Todo	Todo	GD	SUBIR	ALMACENAMIENTO
Almacenamiento		100.00 megabytes				
EDITAR		BORRAR	COMPARTIR	Clasificar		
Título		Compartido	Fecha	Tamaño		
<input type="checkbox"/>	Un mundo de color.mp3		20/06/23	8 MB		
<input type="checkbox"/>	Cámara-video.png		20/06/23	157 KB		
<input type="checkbox"/>	Manual de usuario_TM_v1.docx		20/06/23	2 MB		
<input type="checkbox"/>	Registro_soporte.mp4		20/06/23	31 MB		
<input type="checkbox"/>	RichmondSolution_BrandGuidelines_V2(040523) (3).pdf		20/06/23	24 MB		

You have 100 MB of storage available for **File Upload**. The compatible formats with the platform include:

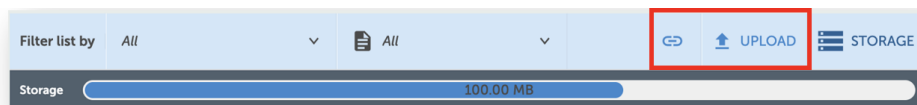
- Audio
- Document (.pdf, docx)
- Web pages links
- Image (.png, .jpg)
- Interactive content
- Video (mp4, .mov)

How to upload a file to the platform?

To upload a new file or share a link, click on **Upload** or the **link icon**.

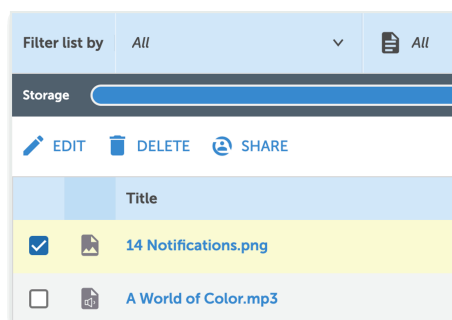
If you choose the link icon, you will be prompted to enter or paste the link you want to share in the corresponding field. Make sure to enter the link accurately and completely so that recipients can access the desired content without any issues.

After completing the necessary steps according to the selected option, be sure to review and verify that the file has been uploaded correctly or that the link has been entered properly. This process ensures that the shared or uploaded resources are available and accessible to users on the platform.



Click on Image

Uploaded files can be **edited**, **deleted**, or **shared**; to do this, you need to select the respective file to activate the options: **Edit**, **Delete**, and **Share**.



To **Edit** an uploaded file, select this option, and you will be able to modify the file's title, write a description of it, and choose the content type. Additionally, you can enable or disable the school app. The latter option only appears when the file is shared with a school.

EDIT CONTENT

Title

14 Notifications.png

Description

Content type

Image

CLASSES

☒ APP OFFLINE SCHOOLS

Date created: 13/07/23

CANCEL SAVE

To **Delete**, select this option, and confirm the action, as it cannot be undone.

DELETE CONTENTS

This action will remove these contents from the system. You can't undo this action.

CANCEL DELETE

To **Share**, select this option, and choose which institution you will share the selected file with.

SHARE

CONTENTS

14 Notifications.png

With Class

QA- TRASLADO DE ALUMNO (institucion 2)

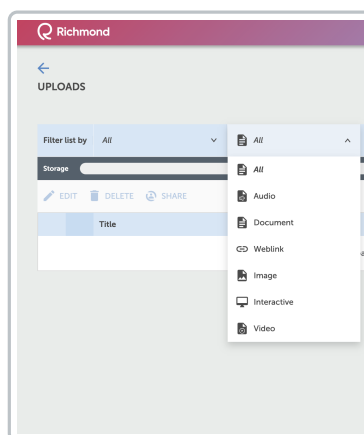
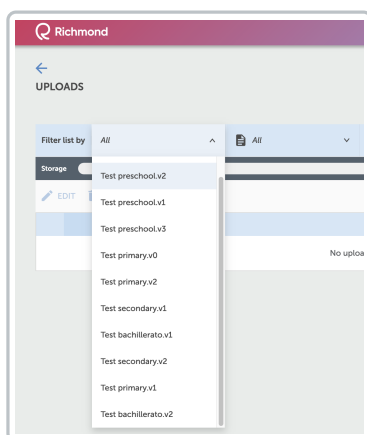
CANCEL SHARE

How can I use the filter option?

The use of filters provides you with the ability to organize, explore, and analyze your items in a more effective and precise manner. These options are designed to enhance your experience when interacting with available content, simplifying the search and selection of the information you need.

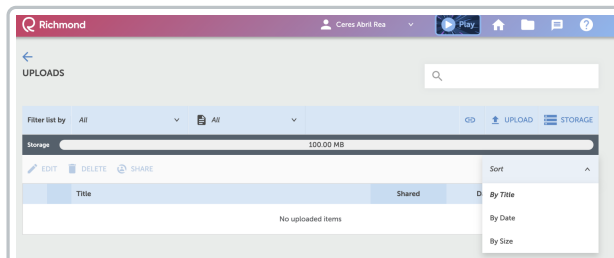
You can use the filter by selecting the desired option:

- **By Class:** This filter allows you to group items according to the class they belong to.
- **By Document Type:** By selecting this option, you can sort and examine items based on the type of document they correspond to.



You have the option to view documents based on the following criteria:

- **By Title:** This option allows you to find a specific document if you know its title or part of it. Organizing documents this way makes it easier to identify and access the information you're looking for.
- **By Upload Date:** This option is useful for tracking recently added documents or locating documents that belong to a specific timeframe.
- **By Size:** This option enables you to sort documents based on their storage size. This is valuable when you want to identify small or large documents.



If you have any additional questions, please refer to the Frequently Asked Questions section: [Click on here](#)

Logout

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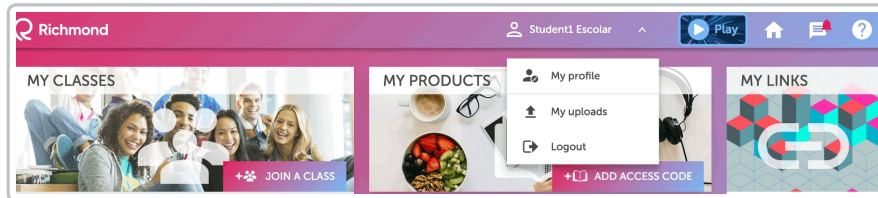
Logout

To logout of RLP, follow these steps:

1. Navigate to the Main Menu in the Student Role section of RLP.
2. Look for the Logout option in the menu.

3. Click on the Logout option. This will end your current session in RLP and disconnect you from the platform.

By completing these steps, you will have securely logged out and exited RLP. Always remember to perform a proper logout to keep your data and account privacy protected.



If you have any additional questions, please refer to the Frequently Asked Questions section: [Click on here](#)