

RIVERVIEW SCHOOL DISTRICT
Activating Your ProDev Account
Instructions for Existing Users

If you have used the HRM+ System in the past (e.g. you've applied for a Riverview job using our online system)...

- Go to <https://riverviewprodev.hrmpplus.net/Home.aspx>
- Click Login under EXISTING USERS.
- Enter the email address that you used to set up your account.
- Enter your password.
- If you forgot your password:
 - Enter your email address
 - Do not enter anything for your password
 - Click on the link at the bottom left that says Send Password.
 - You should receive an email almost immediately that contains your “real” password, not a temporary password. IMPORTANT: The email will be sent to the email address used as your login. (Be sure to check your Junk email folder.)
- Log in to your account.
- Click on the My Records tab, if not automatically selected.
- Click on the gray Personal Info tab, if not automatically selected.
- Do not check the box at the bottom to Register as Instructor, unless you've been asked to do so.
- Review your information and make changes, if needed.
- If using a personal email address as your login, we recommend that you update this to your Riverview email address.
- Click Save.
- Click on the gray Contact Info tab, if not automatically selected.
- Review your address and make changes, if needed.
- Click Save.
- Review your phone number(s) and make changes, if needed.
- Click Save.
- Click the Activate Account button.
- You should receive a confirmation email.
- Your account should now be ready for you to log in and register for courses.
- After registering for a course, you should receive a confirmation email. (Be sure to check your Junk email folder.) If you don't receive the email, this could mean that you're not registered for the course. Contact Robin Nordquist for assistance.

Questions?

Contact Robin Nordquist at nordquistr@riverview.wednet.edu or 425-844-4522