**One Page Login Instructions**

**MyReynolds** provides a common point of entry to access Blackboard, Student Email, Student Information System (SIS) and to manage account information using one logon and one password. Users must look up their Username, Empl ID, and set their password the first time they access their accounts.

### Find your Username and Empl ID
1. Go to [Reynolds.edu](http://Reynolds.edu) and click **MyReynolds**.
2. Click **Forgot Username**.
3. Type in the requested information and click **Search**.
4. Your Username and Empl Id information should be shown. Write down or print the information for your records.

<table>
<thead>
<tr>
<th>Username</th>
<th>Empl Id</th>
<th>Email</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>jstudent0123</td>
<td>0000001</td>
<td><a href="mailto:jstudent0123@email.vccs.edu">jstudent0123@email.vccs.edu</a></td>
<td>SR263</td>
</tr>
</tbody>
</table>

### Set your Password (continued)
4. Type and retype your desired password. Then, click **OK**.
   **Note:** Passwords must be 8 to 32 characters in length, include at least one lower case letter (a-z), one upper case letter (A-Z), one number (0-9) and one special character ($, etc.).
5. Allow up to 10 minutes before attempting to log back in to have the password changed for all your MyReynolds applications.

### Logging In
Enter your Username and Password and click **Sign In**.

### MyReynolds Applications
After you successfully login, you will see icons to access various VCCS services. Click on an icon to access a particular service.

- **Blackboard** is the learning management system where your instructors will post your course learning materials.
- **Gmail** gives you access to your VCCS email account.
- **Library Services** gives you access to online databases and journals.
- **Student Information System (SIS)** allows you to register for classes, change classes, pay tuition, view your final grades and much more.
- **Virginia Education Wizard** gives you access to career and college planning information.

If you can’t find your Username and Empl ID, contact Enrollment Services or call the Student Information Center at 804-371-3000.

For more information, go to [http://www.reynolds.edu/register_for_classes/technology_support/default.aspx](http://www.reynolds.edu/register_for_classes/technology_support/default.aspx).

Revised 03/16/2016