Step 1: Find Your Username, Emplid, & Set your Password.
1. Go to: www.reynolds.edu and click Technology Support.
2. Click the MyReynolds Accounts button.
3. Follow the directions listed on the page to find your Username, Empl ID, and set your password.
4. Record your Username and Empl ID and keep in a safe place.

Step 2: Login to MyReynolds
1. Go to: https://jsr.my.vccs.edu
2. Enter Username.
3. Enter Password.
4. Click Log In button.
5. Click VCCS SIS9: Student Information System button.
6. Click Self-Service link on the menu
7. Click Student Center link on the menu
8. In the different sections of the Student Center, click the Expand Section icon ▶ to show options or the Collapse Section icon ▼ to show more of the page.

Step 3: Set Preferences
1. Scroll down to Personal Information.
2. Click User Preferences link.
3. Select "J. Sargeant Reynolds" from the Institution drop-down.
4. Select "Credit" from the Academic Career drop-down.
5. Click the magnifying glass beside the Term
6. Select the term and year for which you are enrolling.
7. Click the magnifying glass beside Aid Year
8. Select the current financial aid year.
9. Click Save to keep the values and OK to confirm
10. Click Student Center from drop-down menu , click

Step 4: Enroll in Classes
1. Click the Enroll link
2. Key the 5-digit class number and click Enter button.
3. If you need to search for the class number:
   - Select Class Search in the Find Classes area and click the Search button.
   - Enter the subject and course number, if known, and click Search.
4. Review class information and click Next button.
5. Check for success or error messages.
6. Enter next class number for another class if desired.
7. Click Proceed to Step 2 of 3 button
8. Click Finish Enrolling.
9. Check the Status column (If you do not see green check ✅ you are not enrolled.)

Step 5: View Schedule
1. In the Enroll area, click the My Class Schedule tab.

Step 6: Pay Tuition
1. In the Finances area, click the Go to QuikPay link
2. Click the Make Payment
3. Complete the Payment Amount and Method and click the Continue button
4. Enter the additional required payment information and click the Continue button
5. Click Submit.
6. Follow instructions on Payment Result page.

Step 7: Sign Out
1. Click Sign Out.
2. Close browser window to end your registration session.

View Grades
1. In the Enroll area, click on the Term Information tab.
2. Click the Grades: view my grades link.

Print Unofficial Transcript
1. In the My Academics area, click the View my unofficial transcript link
2. Select J. Sargeant Reynolds CC from the Academic Institution drop-down list
3. Select Unofficial from the Report Type drop-down list
4. Click the Go button and review results
5. Click the Return link at the top of the top of the page

If you can’t find your Username & Empl ID (Step 1) or don’t have an available term for enrollment (Step 4) contact a Student Success Center or call the Student Information Center at 804-371-3000. For more information
www.reynolds.edu/register_for_classes/technology_support/default.aspx

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