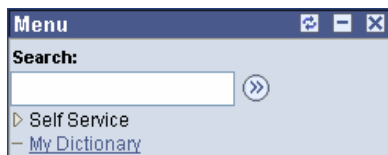


## Step 1: Find Your Username, Emplid, & Set your Password.

1. Go to: <http://www.reynolds.edu/computing>
2. Click the **My JSR 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 My JSRCC

1. Go to: <http://jsr.my.vccs.edu>
2. Enter Username.
3. Enter Password.
4. Click **Log In** button.
5. Click **VCCS SIS8.9: Student Information System** button.
6. Click **Self-Service** link on the menu



7. Click **Student Center** link on the menu



8. Click the minus '-' to close the menu and 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.
10. Click **Student Center** from drop-down, click

## Step 4: Enroll in Classes



**Enrollment**  
[My Class Schedule](#)  
[Add a Class](#)  
[Drop a Class](#)

**Academic History**  
[Grades](#)  
[Degree Progress](#)

1. Click the **Add a Class** link
2. Key the 5-digit class number and click **Enter** button.
3. If you need to search for the class number:
  - Select **Search for Classes** from drop-down list
  - Enter the subject and catalog number, if known, and click **Search**.
  - Click **Select Class**.

6. Review class information and click **Next** button.
7. Check for success or error messages.
8. Enter next class number for another class if desired.
9. Click **Proceed to Step 2 of 3** button
10. Click **Finish Enrolling**.
11. Check Enrollment Status (If you do not see a green checkmark, you are not enrolled.)

Class	Message	Status
ADJ 290	Success: This class has been added to your schedule.	✓

## Step 5: View Schedule

1. Click the [My Class Schedule](#) link.
2. Select the correct College and Term from drop-down list.
3. Click **Change**

## Step 6: Pay Tuition

1. Select **Account Inquiry** from drop-down, click
2. Click the [Make a Payment](#) link.
3. Complete the Credit Card and Billing Information sections and click **Next**.
4. Enter payment amount.
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. Click on the [Grades](#) link.
2. Select the correct College and Term from drop-down list.
3. Click **Change**.
4. Click the **Printer Friendly Version** button to print grade report.

## Print Unofficial Transcript

1. Select **Unofficial Transcript** from drop-down list in the *Academic Records* section and click the button
2. Select the College and report type from drop-down list
3. Click **Go**

