

REYNET allows students to register and pay by credit card using a touch-tone phone. Students must pay at the time they register or the registration will be canceled. In addition, students can list their schedule of classes, inquire on their financial aid, or list their grades at the end of the term. **DIAL 371 - 3308.**

Main Menu

The main menu for the REYNET system has 6 choices.

- 1 – General Information
- 2 – Billing
- 3 – Financial Aid
- 4 – Grades
- 5 – Registration
- 6 – List Schedule of Classes

Hot Keys

There are also four Hot Keys that may be used in the main or sub menus. Hot keys must begin with the star (*) key.

- *1 – Return to the main menu
- *8 – Repeat the last prompt
- *9 – End the call
- *0 – Transfer to a operator

Before you register by phone

- Know your 7-character **Empl ID**, used to access your student records. The Empl ID is a unique number assigned to each student. Go to <http://www.reynolds.edu/computing/SIS> and click the **My JSR Accounts** link.
- Plan your schedule using the 5-digit class numbers.

How to register for classes

Press 5 for Registration Functions

- Select your Career – you may be active in only one or you may be given a choice. Select *Continuing Education Student* for Non-credit classes or *Semester Credit Student* for credit classes.
- Enter your **Empl ID**, unless you entered it in a previous step.
- Enter your 6-digit date-of-birth in MMDDYY format '052674' for May 26, 1974.
- **Press 1** for Registration General information.
- **Press 2** for Registration Functions.
 - **Press 1** for Registration General Information.
 - **Press 2** to Add a Class.
 - Enter the 5-digit Class number including leading zeros (01234).
 - **Press 3** to Drop a Class.
 - Enter the 5-digit Class number including leading zeros (01234).
 - **Press 4** to Add and Drop at the same time.
 - Enter the 5-digit Class number including leading zeros (01234).
 - **Press 5** to List Your Classes for this term.
 - **Press 6** to List Open Sections.
 - **Press 7** to Hear Account Balance and Pay by Credit Card.

How to pay for classes by Visa, MasterCard or Discover

Press 2 for Billing to Charge to a Credit Card

- Select your **Career** – you may be active in only one or you may be given a choice. Select *Continuing Education Student* for Non-credit classes or *Semester Credit Student* for credit classes.
- Enter your Empl ID, unless you entered it in a previous step.
- Enter your 6-digit date-of-birth in MMDDYY format '052674' for May 26, 1974.
- Select a Fee Payment Term.
- **Press 1** to pay your total balance by credit card.
- Enter your credit card number followed by the # sign.
- Enter your 4-digit expiration date in MMY format 0504 for May 2004.
- Enter your 5-digit zip code. It must be the billing zip code for the credit card.
- Be sure to wait for confirmation that the credit card has been processed.



If you can't find your Empl ID or don't have an available term for enrollment contact a Campus Access Center.

For more information: <http://www.reynolds.edu/computing/SIS>.
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