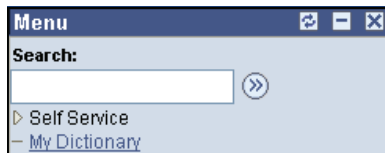


Step 1: Find Your Username, Emplid, & Set your Password.

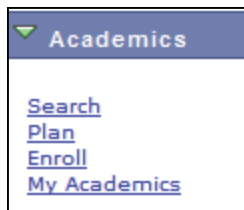
1. Go to: <http://www.reynolds.edu/computing>
2. Click the **My JSR Accounts** button.
3. Follow the directions listed on the page to find your Username, Empl ID, and set your password.
4. Record your Username and Empl ID and keep in a safe place.

Step 2: Login to My JSRCC

1. Go to: <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



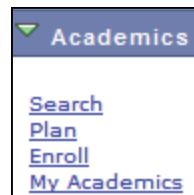
7. Click Student Center link on the menu
8. In the different sections of the **Student Center**, click the *Expand Section* ► icon to show options or the *Collapse Section* icon ▼ to show more of the page.



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**.
- 1) Click **Select Class** button
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