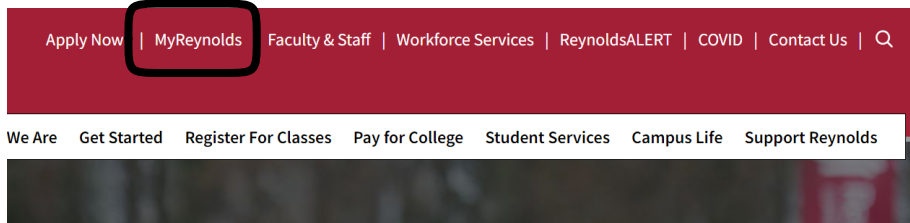# How to upload documents through your "To Do List" in SIS, Student Center!
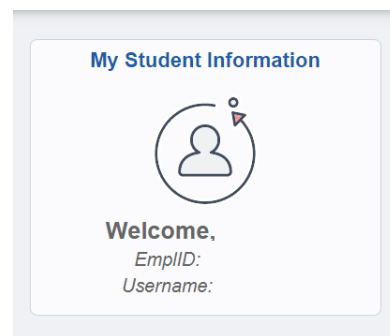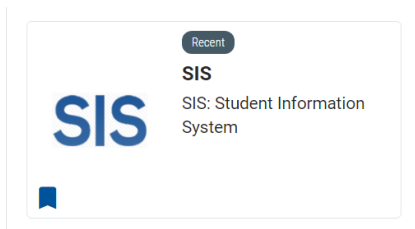
Step 1: Log in to your MyReynolds Account:

Enter your Username and Password

Apply Now | **MyReynolds** | Faculty & Staff | Workforce Services | ReynoldsALERT | COVID | Contact Us | 🔍

We Are   Get Started   Register For Classes   Pay for College   Student Services   Campus Life   Support Reynolds

Virginia's Community Colleges

Need Help?

Username

GO >

FORGOT MY PASSWORD   FORGOT MY USERNAME

Want faster login through your mobile phone, click SETUP MFA button below.

SETUP MFA

Step 2: Click on the SIS tab

Recent
SIS
SIS: Student Information System

SIS

Step 3: Click on My Student Information

My Student Information

Welcome,
EmplID:
Username:

Step 4: Select the to do list item requested

▼ **To Do List**

JSRCC Prior Degree

Initiated

J. Sargeant Reynolds CC
JSRCC Prior Degree

Aid Year: 2021

You indicated on your FAFSA and/or Admission Application that you either have a bachelor's degree, are working on a degree beyond a bachelor's degree, or you did not respond to this question. To resolve this matter, please complete and submit the Statement of Degree Status form found at http://www.reynolds.edu/pay_for_college/financial_aid/forms.aspx.

upload file

Step 5: Select "upload file"

J. Sargeant Reynolds CC

JSRCC Prior Degree

Aid Year: 2021

You indicated on your FAFSA and/or Admission Application that you either have a bachelor's degree, are working on a degree beyond a bachelor's degree, or you did not respond to this question. To resolve this matter, please complete and submit the Statement of Degree Status form found at http://www.reynolds.edu/pay_for_college/financial_aid/forms.aspx.

upload file

Step 6: Select file to upload and click OK

Step 7: Click Submit