



Finding Your Username

MyReynolds provides a common point of entry to access Blackboard, Student Email, Student Information System (SIS) and to manage account information using one logon and one password. Users can use the Advanced Password Reset tool to find their username and reset their password.

Find your Username

1. Go to Reynolds.edu and click **MyReynolds**.
2. Click **Forgot Username**.

3. Check the **I'm not a robot** box.

4. If prompted, select the images that are requested and then select **Verify**.

5. Click **Continue**.
6. Enter your first and last name, date of birth (in MM/DD/YY format) and either your EMPLID or social security number, then click **Next**.

7. If the information conflicts with existing records, you will need to either call the Reynolds Information Center at 804-371-3000 or come on-campus and go to an Enrollment Services office to get your password reset.

Otherwise, you will be shown your username along with a couple options. If you need to set your password, follow the instructions in [Password Reset](#) document.



If you can't find your username and reset your password, call the Reynolds Information Center at 804-371-3000 or come on-campus and stop by one of our Enrollment Services offices.

For additional technical support help, go to http://www.reynolds.edu/register_for_classes/technology_support/default.aspx.