MyReynolds provides a common point of entry to access Blackboard, Student Email, Student Information System (VCCS SIS) and to manage account information using one logon and one password. Users must look up their Username, Empl ID, and set their password the first time they access their accounts.

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**Find your Username and Empl ID**
1. Go to [https://jsr.my.vccs.edu/](https://jsr.my.vccs.edu/)
2. Click **Look up your username and set your password**.

   ![Username and Password Form]

   - New to your college? Look up your username and set your password.

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**Logging In**
Enter your Username and Password and click **Log in**.

![Login Form]

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**Set your Password**
1. Type and retype your desired password.
   Note: Passwords must be 8 to 10 characters in length, include at least one lower case letter (a-z), one upper case letter (A-Z) and one number (0-9).

   ![Password Form]

2. Set a security question and answer and click **Next**.

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**MyReynolds Applications**
You will now see links to access various VCCS services.

- **Blackboard** is the learning management system where your instructors will post your course learning materials.
- **VCCS SIS: Student Information System** allows you to register for classes, change classes, pay tuition, view your final grades and much more.
- **Gmail** gives you access to your VCCS email account.
- **Library Services** gives you access to online databases and journals.
- **Virginia Education Wizard** gives you access to career and college planning information.
- **View My Information** displays your Username, Empl ID, and email address.
- **Change My Password** allows you to change your password and security question.

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3. You will then see your Username and Empl ID.

   ![Username and Empl ID]

4. Print this page and save it for your records.
5. Wait 10 minutes for password to be accepted, then click **please log in**.

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If you can't find your Username and Empl ID contact a Student Success Center or call the Student Information Center at 804-371-3000.

For more information [www.reynolds.edu/register_for_classes/technology_support/default.aspx](http://www.reynolds.edu/register_for_classes/technology_support/default.aspx)

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Version 9.0    Revised 03/10/2012