REGISTER ONLINE FOR CLASSES

Step 1: Find Username, Empl ID and Set Your Password
1. Follow the directions listed on page 16 to find your username, Empl ID and set your password.
2. Record your username and Empl ID and keep in a safe place.

Step 2: Login to MyREYNOLDS
1. Go to **reynolds.edu** and click **MyREYNOLDS.**
2. Enter Username.
3. Enter Password. Click the **Sign In** button.
4. Click the **SIS icon** from MyREYNOLDS main page.
5. In SIS, click the **Student Center** link in the folder group.
6. In the Student Center, click the Expand ▶ icon to show more options or the Collapse ▼ icon to show more of the page.

Step 3: Set Preferences
1. In the Student Center, scroll down to **Personal Information**.
2. Click the **User Preferences** link.
3. Select "J. Sargeant Reynolds" from the **Institution** dropdown.
4. Select "Credit" from the **Academic Career** dropdown.
5. Click the magnifying glass 🔍 beside the **Term** and select the the term to enroll in.
6. Click the magnifying glass 🔍 beside **Aid Year** and select the the current financial aid year.
7. Click **Save** to keep the values.
8. Click Student Center from the dropdown menu and click ⏩.

Step 4: Place Classes in Shopping Cart
1. In the Student Center, look at the Enrollment Dates box to verify your enrollment appointment — this is the first day you are allowed to register for classes.

2. Click the **Enroll** link.
3. If necessary, click **Change Term** to select the correct term to enroll in. Click **Continue**.

4. If you know the five-digit class number, key it in and click Enter.
5. Otherwise, select **Class Search** in the **Find Classes** area and click the **Search Button**.
6. Enter the subject (e.g. ENG) and course number (e.g. 112) and click **Search.**

Step 4: continued

7. After finding the particular class section to enroll in, click **Select**.

8. Click **Next**.
9. The class will then be added to the Shopping Cart.
10. Repeat steps 3-7 to add more classes to the Shopping Cart. The classes will remain there until you are ready to enroll in them.

Step 5: Enroll in Classes
1. When you are ready to enroll in classes, go to the Student Center and click the **Enroll** link.
2. Click the **Proceed to Step 2 of 3** button.
3. Click **Finish Enrolling**.
4. Check **Status** column (if you do not see a ✔, you are not enrolled.

Step 6: Pay Tuition
1. Click Student Center from the dropdown menu and click ⏩.
2. In the **Finances** area, click the **Go to QuikPAY** link.
3. Follow the on-screen directions to process your tuition payment.

Step 7: Sign Out
1. Click **Sign Out** .
2. Close the browser window to end your registration session.

View Grades
1. In the Student Center, click the **Enroll** link .
2. Select the **Term Information** tab.
3. Click the **View my grades** link.
4. If necessary, select a term and then select **Continue**.

Print Unofficial Transcript
1. In the Student Center, click the **My Academics** link .
2. Click the **View my unofficial transcript** link.
3. Select "J. Sargeant Reynolds" from the **Academic Institution** dropdown list.
4. Select "Unofficial" from the **Report Type** dropdown list and then click **Go**.
5. Review the results, then click **Return** to go back to the previous page.