

## **VCCS Student Information System: Helpful Tips**

### **How to locate your Student ID#, Username and Password:**

1. Go to: [www.nr.edu](http://www.nr.edu) and click "My Accounts" link (located under the photograph).
2. Click anywhere on the four icons that appear near the middle of the page.
3. Click on "Look up your username and set your password."
4. Fill in your first & last name, birthdate, & social security number and hit "search."

If you set your password in the past, but have forgotten it, you will be asked the security question you originally chose. If you cannot answer this question, you will need to contact the Help Desk by calling (540) 674-3600 ext. 4400, or visit the office in Rooker Hall.

### **How to log into the "VCCS Student Information System" (SIS):**

1. Go to: [www.nr.edu](http://www.nr.edu) and click "My Accounts" link (located under the photograph).
2. Click anywhere on the four icons that appear near the middle of the page.
3. Login with your Username & Password.
4. Click "VCCS Student Information System" (SIS).

**\*\*NOTE: User Preferences must be set to your current community college. Navigation: Self Service/Student Center/Personal Information/ User Preferences \*\***

- **How to register for classes at NRCC in SIS:**

Click "Student Center" then click "Add a class." There are three ways to add a class:

1. You can enter the 5 digit class number from the schedule of classes & hit "enter."
2. **To search for open classes click the "search" button.** Enter the "course subject" and "course number." For example, to search for ENG 111, enter "ENG" for the course subject, and "111" for the course number, and then click the "search" button.
3. **To search by day or time, click "search," then click "additional search criteria."** Enter class time in the "Meeting Time" boxes and/or select days of the week and click "Search."

- **How to print a copy of your schedule in SIS:**

Click "Student Center" then click "My Class Schedule"

To see schedule in day by day format, click "Weekly Calendar View" then "Go."

- **How to pay online for your classes in SIS:**

Click on "Student Center" then click "Account Inquiry" to see the amount of tuition due.

Click "Make a Payment" to pay online with a credit or debit card.

**\*\*NOTE:** After adding a class your tuition should show under **Finances**. If not, contact the Business Office the same day the class is added (540-674-3605). *Navigation: Self Service/Student Center/ Finances \*\**

- **How to view your Financial Aid in SIS:**

Click on "Student Center," then look under "To Do List." Any steps left to complete for Financial Aid will be listed here.

At "Student Center," click on "View Financial Aid" to see the amount awarded to you.

- **How to search for classes offered in upcoming semesters in SIS:**

**To search for class offerings at any VCCS college in upcoming semesters:**

1. Click "Student Center" then Click "Add a Class."
2. Click the "Class Search" tab on the top menu bar.
3. Choose the institution and term and then click "Go."
4. Enter the "course subject" and "course number." For example, to search for ENG 111 enter "ENG" for the course subject, and "111" for the course number. Click the "search" button.

- **How to locate the name of your Faculty Advisor in SIS**

Click "Student Center" and your advisor is listed on the lower right hand side of the screen.

- **How to access your transcript of previous coursework and grades at NRCC or any VCCS college in SIS:**

1. Click "VCCS Student Information System."
2. Click "Academic Records" then Click "View Unofficial Transcript."
3. Select the Academic Institution, then select "unofficial transcript" as the report type.

If you want to send an official transcript from NRCC to another college, then select "official transcript," and enter the mailing address of the college.

- **To access an NRCC evaluation of transfer credit from another college:**

1. Click "VCCS Student Information System."
2. Click "Transfer Credit."

If you had a transcript from a previous college sent to NRCC and asked to have it evaluated for a particular curriculum, the transfer credit will be listed here.

### **How to Access Blackboard for online coursework**

1. Go to: [www.nr.edu](http://www.nr.edu) and click "My Accounts" link (located under the photograph).
2. Click anywhere on the four icons that appear near the middle of the page.
3. Login with your Username & Password.
4. Click Blackboard.
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**\*\*NOTE:** *If you have questions about a class showing or not showing on Blackboard, contact Distance Education (540-674-3614). Not all classes use Blackboard.\*\**

### **How to Access your NRCC Email Account (you should check this often!)**

1. Go to: [www.nr.edu](http://www.nr.edu) and click "My Accounts" link (located under the photograph).
2. Click anywhere on the four icons that appear near the middle of the page.
3. Login with your Username & Password.
4. Click "Gmail" (Your e-mail address is: "your username"@email.vccs.edu).