

## Step 1: My BRCC Login

1. Go to: <https://br.my.vccs.edu>
2. Enter Username and Password\*
3. Click *Login* button.
4. Click *Peoplesoft: Student Information System* menu option.

\* New students should follow instructions on the login page for finding username and setting a password.

## Step 2: Access Learner Services Menu

1. Click *SA Self Service*
2. Click *Learner Services*
3. Click *Home*
4. Click *Learner Services*

Note: The menu will expand to right as you progress through options. A breadcrumb navigation trail will appear at the top of the screen (pictured below) to assist you in navigation.

[Home](#) > [SA Self Service](#) > [Learner Services](#) > [Home](#) > [Learner Services](#)

## Learner Services



### [Admissions](#)

Apply for admission using VCCS Online Application only if you are unable to enroll in classes at the desired Institution.



### [Academics](#)

Enroll in classes, view and request transcripts, view grades.



### [Course Catalog and Schedule](#)

View course catalog information and look for specific class sections.



### [Finances](#)

View your account, make a payment, and view your financial aid.

## Step 3: Select Classes

1. From the Learning Services Home Menu, click *Course Catalog and Schedule* link.
2. Click *View Schedule of Classes*.
3. Select Blue Ridge Community College from Institution dropdown menu.
4. Click the magnifying class beside term field.
5. Click *Lookup* button, then select term from the list.
6. Click the *Basic Search* or *Advanced Search* button to look up classes.
7. Write down the 5 digit Class Nbr of preferred classes and alternates.

## Step 4: Enroll in Classes

1. From the Learning Services Home Menu, click the Academics link.
2. Click *Enroll / Drop / Swap a Class*.
3. Select Enrollment Term from the list.
4. Click on the *Add Classes* link at the bottom of screen.
5. Enter the Class Nbr for each class you wish to take.
6. Click the *Submit* button when finished.

## Step 5: View Schedule

1. From the Learning Services Home Menu, click the *Academics* link.
2. Select either *View My Class Schedule* or *View My Weekly Schedule*.

## Step 6: Pay Tuition

1. From the Learning Services Home Menu, click the *Finances* link.
2. Click *Make a Payment* link.
3. Payment Information: Verify amount and address information, enter credit/debit card information. Click *Next* button.
4. Payment Submittal: Review information and click *Submit* button.
5. Payment Result: Record reference number or print for records.

## Step 7: Signout

1. Click the *Signout* link in the upper right of screen.
2. Close browser window to end session.