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Access and Login

1. MY BRCC Portal: <https://br.my.vccs.edu>
2. Enter Username and Password
3. Click the *Login* button
4. Choose *VCCS SIS 8.9: Student Information System* menu option

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SIS Navigation

1. Click *Self Service*, then select *Student Center*
2. Click *Add a Class*

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Enroll in Classes

Step 1: Select Classes To Add

1. Enter the Class Nbr and click the *Enter* button, or
2. Search for available classes by clicking the *Search* button and entering your criteria.
3. After all your classes are added to the Enrollment Shopping Cart, click the *Proceed to Step 2 of 3* button.

Step 2: Confirm Classes

1. Review your class selections and click the *Finish Enrolling* button.

Step 3: View Results & Make Payment

1. Check the enrollment status of each class.
2. If you receive an error, please request assistance from Admissions & Records
3. If your enrollment is successful, you can pay by credit or debit card by clicking the *Make Payment* button at the bottom of the screen.
4. When finished, remember to click the *Signout* link at the top of the screen and close your browser window.

Student Center

The screenshot displays the Student Center interface with the following sections:

- Academics:** Enrollment (My Class Schedule, Add a Class, Drop a Class), Academic History (Grades, Degree Progress), and a search dropdown for "other academic...".
- Finances:** My Account (Account Inquiry), Financial Aid (View Financial Aid), and a search dropdown for "other financial...". A notification box states "You have no outstanding charges." and a "make a payment" button is circled in red.
- Personal Information:** Demographic Data (Names, User Preferences) and Contact Information (Mailing Address, Billing Address, Main Phone, VCCS Student E-mail).
- Right Sidebar:** SEARCH FOR CLASSES, Holds (No Holds), To Do List (No To Do's), Enrollment Dates (Open Enrollment Dates), Advisor (Program Advisor, Advisor's Name, details), and Admission Information (Application for Admission).