

MyReynolds provides a common point of entry to access Blackboard, Student Email, Student Information System (SIS) and to manage account information using one logon and one password. Users can use the Forgot Username tool to find their username and/or reset their password if necessary.

Find Your Username

1. Go to **Reynolds.edu** and click **MyReynolds**.
2. Click **Forgot Username**.

3. Check the **I'm not a robot** box.

4. If prompted, select the images that are requested and then select **Verify**.

5. Click **Continue**.
6. Enter your first and last name, date of birth (in MM/DD/YY format) and either your EMPLID or social security number, then click **Next**.

7. If the information conflicts with existing records, you will need to either call the Reynolds Information Center at 804-371-3000 or come on-campus and go to an Enrollment Services office to get your password reset.

Note: Faculty and staff should call the Reynolds Help Desk at 804-523-5555.

Otherwise, you will be shown your username along with a couple of options. If you need to set your password, select the option to reset it and follow the instructions as provided.