












# How to Update Your User Preferences

**Step 1: Login to myTyler using your username and password**

**Step 2: Select “VCCS SIS: Student Information System” from the welcome page**

## My Tools

-  Blackboard
-  VCCS SIS: Student Information System 
-  VCCS HR: Human Resource System
-  VCCS AIS: Administrative Information System
-  Gmail
-  Library Services
-  Virginia Education Wizard
-  ACT Compass Test Info
  
-  View My Information
-  Change My Password

**Step 3: Select “Self Service”**

Favorites : Main Menu













## Step 4: Select “Campus Personal Information”

Favorites | Main Menu > Self Service

Main Menu >

### Self Service

Navigate to your self service information and activities.

 <b>Student Center</b> Use the student center to manage school related activities.	 <b>Class Search / Browse Catalog</b> Find classes that match your selection criteria, or browse the course catalog by subject. <a href="#">Class Search</a> <a href="#">Browse Course Catalog</a>	 <b>Apply for Admission</b> Apply for admission using the Online Admissions Application only if you are unable to enroll in classes at the desired institution.
 <b>Academic Planning</b> Build your academic planner <a href="#">My Planner</a> <a href="#">Enrollment Shopping Cart</a> <a href="#">My Course History</a>	 <b>Enrollment</b> View appointments, plan and enroll in classes, view student and exam schedules. <a href="#">Enrollment Dates</a> <a href="#">My Class Schedule</a> <a href="#">My Weekly Schedule</a> <a href="#">6 More...</a>	 <b>Campus Finances</b> View your account, make an electronic payment, view and accept your financial aid awards. <a href="#">Account Inquiry</a> <a href="#">Make a Payment</a> <a href="#">Accept/Decline Awards</a> <a href="#">View Financial Aid</a>
 <b>Campus Personal Information</b> Maintain your personal information and review holds and to dos pending to your record. <a href="#">Addresses</a> <a href="#">Names</a> <a href="#">Phone Numbers</a> <a href="#">9 More...</a>	 <b>Academic Records</b> View grades and advisors and request transcripts and verification reports. <a href="#">Request Official Transcript</a> <a href="#">View Unofficial Transcript</a> <a href="#">My Course History</a> <a href="#">My Advisors</a>	 <b>Degree Progress/Graduation</b> View your degree progress report and apply for graduation. <a href="#">My Academic Requirements</a> <a href="#">View What-if Report</a> <a href="#">Apply for Graduation</a>
 <b>Transfer Credit</b> Evaluate classes for transfer and view your transfer credit report. <a href="#">View Transfer Credit Report</a>		







## Step 5: Select “User Preferences”

Favorites | Main Menu > Self Service

Main Menu > Self Service >

### Campus Personal Information

Maintain your personal information and review holds and to dos pending to your record.

 <b>Addresses</b> View and update your addresses.	 <b>Names</b> View and update your names.	 <b>Phone Numbers</b> View and update your phone numbers.
 <b>Email Addresses</b> Email Addresses.	 <b>Emergency Contacts</b> View and update your emergency contacts.	 <b>Demographic Information</b> View a summary of your demographic information.
 <b>FERPA Restrictions</b> Place restrictions to prevent the release of your personal information.	 <b>User Preferences</b> Enter default values for academic value and other elements required often by the system.	 <b>Honors and Awards</b> View a summary of your honors and awards.
 <b>Holds</b> View holds placed on your record for specific services. See how to resolve them.	 <b>To Do List</b> View pending to do items on you record. See how to complete them.	 <b>Ethnicity</b> Ethnicity

## Step 6: Select “John Tyler Community College” as the institution from the drop down menu

Personal Information	Security	Participation
ferpa restrictions		user preferences

### User Preferences

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To facilitate your navigation through the different pages, and to avoid having to select the generic values, you may default your most commonly used values for the following fields. Other values will remain available for selection as appropriate for each feature.

<b>Institution</b>	Northern Virginia Comm Col ▾
<b>Academic Career</b>	Blue Ridge Community College
<b>Term</b>	Central Virginia Comm Coll
<b>Aid Year</b>	Dabney S. Lancaster C. C.
<input type="button" value="SAVE"/>	Danville Community College
	Eastern Shore Comm. College
	Germanna Community College
	J. Sargeant Reynolds CC
	<b>John Tyler Community College</b>
	Lord Fairfax Community College
	Mountain Empire Community Co
	New River Community College
<b>Personal Information</b>	Northern Virginia Comm College
<a href="#">Ferpa Restrictions</a>	Patrick Henry Community Colled
	Paul D. Camp Community Colle
	Piedmont VA Community Colled
	Rappahannock Community Coll
<input type="text" value="go to ..."/>	Southside Va Community Colled
	Southwest VA Community Colled
	System's Office
	Thomas Nelson Comm. College
	Tidewater Community College
	Utility
	Va Western Community College
	Virginia Highlands Comm Coll
	Wytheville Community College

## Step 7: Select "Credit" under Academic Career

Personal Information	Security	Participation
ferpa restrictions		user preferences

### User Preferences

To facilitate your navigation through the different pages, and to avoid having to select the generic values, you may default your most commonly used values for the following fields. Other values will remain available for selection as appropriate for each feature.

Institution	John Tyler Community Colle
Academic Career	
Term	CEU Credit Non Credit Quarter Credit
Aid Year	
<input type="button" value="SAVE"/>	

[Personal Information](#) [Security](#) [Participation](#)

[Ferpa Restrictions](#) [User Preferences](#)


go to ...

## Step 8: Click the to select the appropriate Term

Personal Information	Security	Participation
ferpa restrictions		user preferences

### User Preferences

To facilitate your navigation through the different pages, and to avoid having to select the generic values, you may default your most commonly used values for the following fields. Other values will remain available for selection as appropriate for each feature.


Institution	John Tyler Community Colle
Academic Career	Credit
Term	<input type="text"/>  
Aid Year	<input type="text"/> 
<input type="button" value="SAVE"/>	

## Step 9: Select the appropriate term

### Look Up



#### Look Up Term

**Academic Institution:** JT290  
**Academic Career:** CRED

**Term:** begins with   
**Description:** begins with   
**Short Description:** begins with   
**Term Begin Date:** =  

[Basic Lookup](#)

#### Search Results

View 100 First  1-75 of 75  Last

Term	Description	Short Description	Term Begin Date
<a href="#">2124</a>	<a href="#">2012 Fall</a>	<a href="#">2012 Fall</a>	<a href="#">08/20/2012</a>
<a href="#">2123</a>	<a href="#">2012 Summer</a>	<a href="#">2012 Sumr</a>	<a href="#">05/21/2012</a>
<a href="#">2122</a>	<a href="#">2012 Spring</a>	<a href="#">2012 Sprng</a>	<a href="#">01/09/2012</a>
<a href="#">2114</a>	<a href="#">2011 Fall</a>	<a href="#">2011 Fall</a>	<a href="#">08/22/2011</a>
<a href="#">2113</a>	<a href="#">2011 Summer</a>	<a href="#">2011 Sumr</a>	<a href="#">05/23/2011</a>


## Step 10: Click on the to select the appropriate Aid Year


If you are not receiving financial aid leave blank


<b>Personal Information</b>	<b>Security</b>	<b>Participation</b>
ferpa restrictions		user preferences


### User Preferences

To facilitate your navigation through the different pages, and to avoid having to select the generic values, you may default your most commonly used values for the following fields. Other values will remain available for selection as appropriate for each feature.

**Institution**  

**Academic Career**  

**Term**  

**Aid Year**  

## Step 11: Select the appropriate Aid Year

### Look Up

#### Look Up Aid Year

**Academic Institution:** JT290

**Aid Year:** begins with

[Basic Lookup](#)

#### Search Results

View 100 First 1-13 of 13 Last

Aid Year	Description
<a href="#">2013</a>	<a href="#">Federal Aid Year 2012-2013</a>
<a href="#">2012</a>	<a href="#">Federal Aid Year 2011-2012</a>
<a href="#">2011</a>	<a href="#">Federal Aid Year 2010-2011</a>
<a href="#">2010</a>	<a href="#">Federal Aid Year 2009-2010</a>
<a href="#">2009</a>	<a href="#">Federal Aid Year 2008-2009</a>
<a href="#">2008</a>	<a href="#">Federal Aid Year 2007-2008</a>
<a href="#">2007</a>	<a href="#">Federal Aid Year 2006-2007</a>
<a href="#">2006</a>	<a href="#">Federal Aid Year 2005-2006</a>
<a href="#">2005</a>	<a href="#">Federal Aid Year 2004-2005</a>
<a href="#">2004</a>	<a href="#">Financial Aid Year 2003-2004</a>
<a href="#">2003</a>	<a href="#">Financial Aid Year 2002-2003</a>

## Step 12: Select "Save"

### User Preferences

To facilitate your navigation through the different pages, and to avoid having to select the generic values, you may default your most commonly used values for the following fields. Other values will remain available for selection as appropriate for each feature.

**Institution**

**Academic Career**

**Term**  2012 Spring

**Aid Year**  Federal Aid Year 2011-2012

**Step 13: Confirmation page, click “ok” to clear page**

## User Preferences

### Save Confirmation



The Save was successful.

OK

