Step 1: Go to the MVCC webpage located at www.mvcc.edu

Step 2: Click on the Student Information Registration System (SIRS) located in the left column, shown below:

Step 3: Click on the Secure Login link shown below:

Step 4: Enter your Login information. The USER ID is your “M” number. Enter your PIN in the box below. Below is the screen that you should enter the information into:

Step 4b: The first time that you login to the SIRS system, you will be prompted to enter a security question. You will see a screen as shown below to enter this security question information into:

Click on Login

Step 4c: The next screen you will see will be the Terms of Usage screen. Click on Submit.

Step 5: You will now see the following screen:
Click on Return to Menu in the top right.

Step 6: You will now see the following screen:
From here, you can retrieve your Employee Information.

To get your Employee Information, click on Employee

Click Submit once both the security question and answer have been entered.

(If you cannot remember your login and have to call the College for this information, you will be asked this security question to verify your identity.)
Listed below is what you will find under each of the links listed on this page:

1. Pay Information
   - Earnings History
   - Pay Stub
   - Deductions History

2. Tax Forms
   - W4 Tax Exemptions or Allowances
   - W2 Year End Earnings Statement

3. Job Summary

4. Leave Balances

5. Campus Directory