SIRS Class Rosters

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

**Step 2:** Under the Faculty & Staff icon, Click on the Student Information Registration System (SIRS) icon

![Student Information and Registration System (SIRS)](image)

**Step 3:** Enter your login credentials. The USER ID is your M Number. Enter your PIN in the box below. Then click on the **Login** button.

![MVCC Central Authentication Service (CAS)](image)

**Step 3b:** 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 **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.)*
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**Step 4:** You will now see the following screen:

Click on Faculty & Advisors Menu.

**Step 5:** You will now see the following screen:

From here, you can retrieve your class rosters. You can select Summary Class List to see/print your class rosters.
To get your class roster, click on Faculty & Advisors Menu

You will now see the following screen:

Select Summary Class List. You will now be prompted to select the term as shown below.

For the Fall 2018 semester, you will select 2018 Fall Semester. Click Submit.

You will now be prompted to select a class (CRN)

Select the appropriate class from the drop down list and click Submit.

Your Summary class list will now appear to view and or print. If you wish to print the results, hold down your CTRL key and press P. Select your printer and click on Print.

DO NOT FORGET TO EXIT and CLOSE the internet session when done.