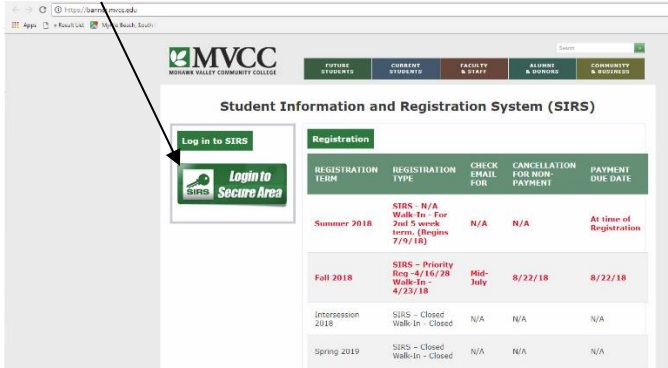


SIRS Class Rosters

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

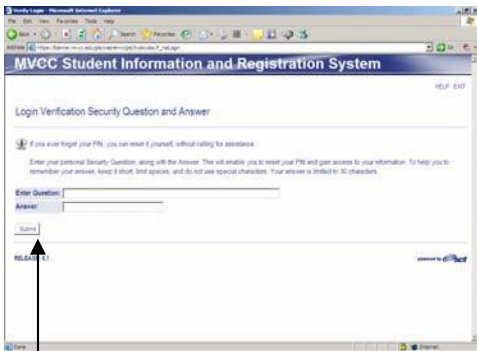
Step 2: Under the Faculty & Staff icon, Click on the Student Information Registration System (SIRS) icon



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.



Step 3b: The first time that you login to the SIRS system, you will be prompted to enter a security



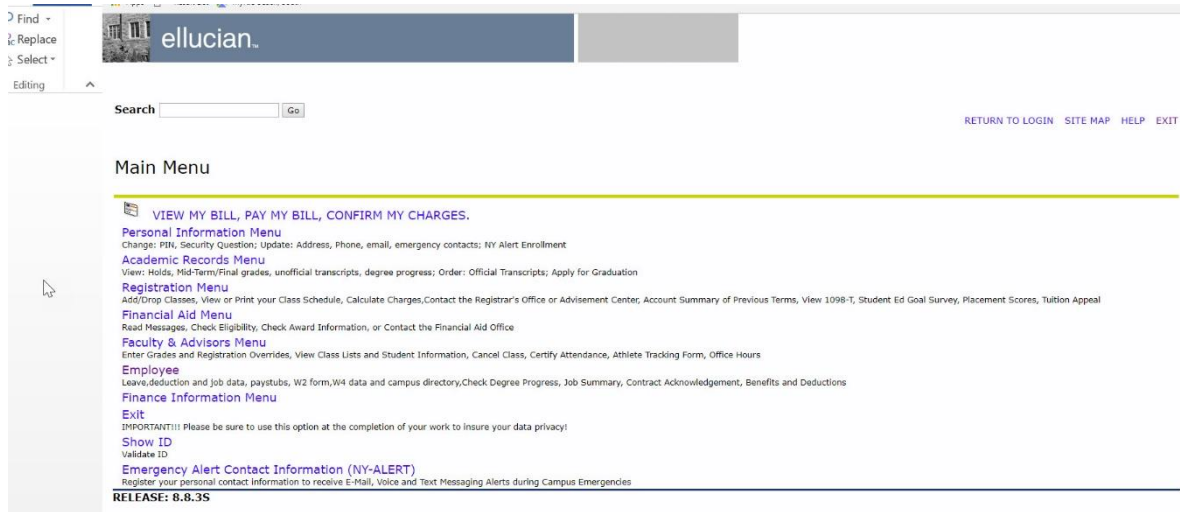
question. You will see a screen as shown below to enter this security question information into:

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.)

SIRS Class Rosters

Step 4: You will now see the following screen:



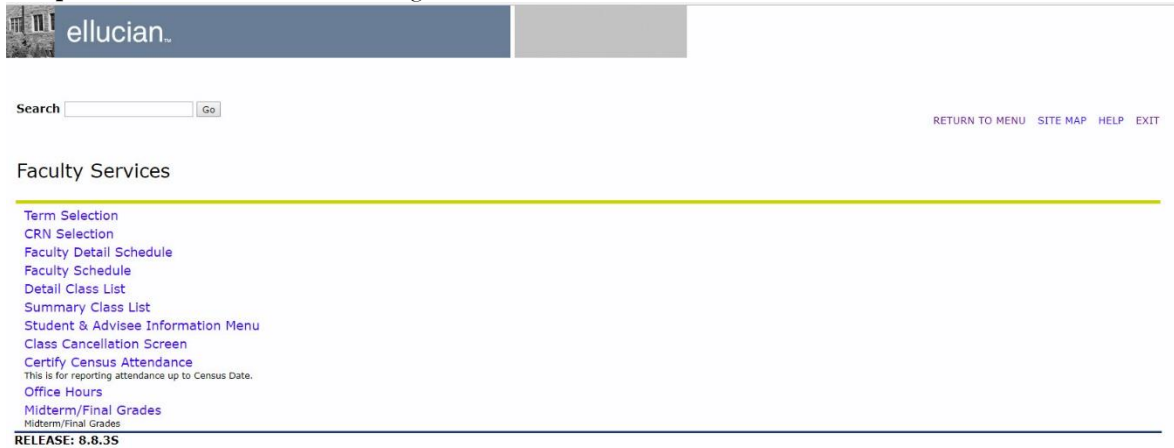
The screenshot shows the ellucian website interface. At the top left, there is a navigation menu with options: Find, Replace, Select, and Editing. Below this is a search bar with a "Go" button. In the top right corner, there are links for RETURN TO LOGIN, SITE MAP, HELP, and EXIT. The main content area is titled "Main Menu" and contains several menu items:

- VIEW MY BILL, PAY MY BILL, CONFIRM MY CHARGES.**
- Personal Information Menu**
Change: PIN, Security Question; Update: Address, Phone, email, emergency contacts; NY Alert Enrollment
- Academic Records Menu**
View: Holds, Mid-Term/Final grades, unofficial transcripts, degree progress; Order: Official Transcripts; Apply for Graduation
- Registration Menu**
Add/Drop Classes, View or Print your Class Schedule, Calculate Charges, Contact the Registrar's Office or Advisement Center, Account Summary of Previous Terms, View 1098-T, Student Ed Goal Survey, Placement Scores, Tuition Appeal
- Financial Aid Menu**
Read Messages, Check Eligibility, Check Award Information, or Contact the Financial Aid Office
- Faculty & Advisors Menu**
Enter Grades and Registration Overrides, View Class Lists and Student Information, Cancel Class, Certify Attendance, Athlete Tracking Form, Office Hours
- Employee**
Leave, deduction and job data, paystubs, W2 form, W4 data and campus directory, Check Degree Progress, Job Summary, Contract Acknowledgement, Benefits and Deductions
- Finance Information Menu**
- Exit**
IMPORTANT!!! Please be sure to use this option at the completion of your work to insure your data privacy!
- Show ID**
Validate ID
- Emergency Alert Contact Information (NY-ALERT)**
Register your personal contact information to receive E-Mail, Voice and Text Messaging Alerts during Campus Emergencies

At the bottom of the menu, there is a "RELEASE: 8.8.35" notice.

Click on **Faculty & Advisors Menu**.

Step 5: You will now see the following screen:



The screenshot shows the ellucian website interface. At the top left, there is a navigation menu with options: Find, Replace, Select, and Editing. Below this is a search bar with a "Go" button. In the top right corner, there are links for RETURN TO MENU, SITE MAP, HELP, and EXIT. The main content area is titled "Faculty Services" and contains a list of menu items:

- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Faculty Schedule
- Detail Class List
- Summary Class List
- Student & Advisee Information Menu
- Class Cancellation Screen
- Certify Census Attendance
This is for reporting attendance up to Census Date.
- Office Hours
- Midterm/Final Grades
Midterm/Final Grades

At the bottom of the menu, there is a "RELEASE: 8.8.35" notice.

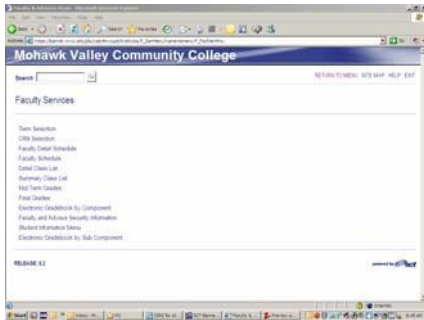
From here, you can retrieve your class rosters. You can select Summary Class List to see/print your class rosters.

SIRS Class Rosters

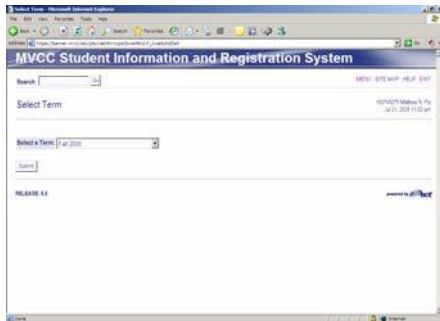
To get your class roster, click on **Faculty & Advisors Menu**

You will now see the following screen:

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

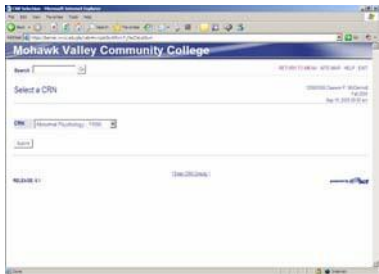


For the Fall 2018 semester, you will select 2018 Fall Semester. Click **Submit**.

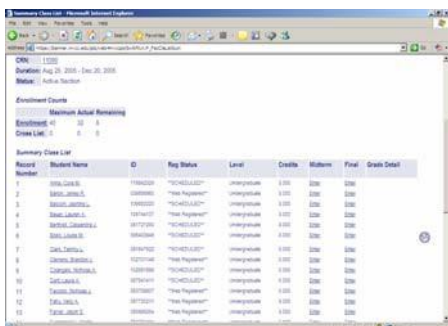


You will now be prompted to select a class (CRN)

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.