



* If You Don't Know Your Username Follow These Steps

Click on the **myTCC icon button** on the TCC homepage www.tcc.edu.

Click on **Look up Your Username** and fill in the requested information. Enter your first and last names, birth date and social security number (SSN) or EMPL ID# without spaces, hyphens, dashes or slashes.

Click on **Search** to find your information. If your information is not listed, please contact the Information Center at 757-822-1122.

New users must set their password to gain entry to the system.

To set your password, return to the **myTCC** sign-on page:

Click on **New to Your College?** Look up your username and set your password and fill in the requested information. Enter your password twice, then select a security question and provide the answer.

Click on **Next** to complete this process. Once you have set your password, wait at least ten minutes before attempting to sign-on again. This will allow time for your password to be accepted by VCCS SIS, Blackboard and Email.

If You Need Assistance Visit a Campus Open Computer Lab:

Chesapeake Campus, Whitehurst Building
Room 2046

Norfolk Campus, Roper Building
Room 4101

Portsmouth Campus, Beazley Building
Room 416C

Virginia Beach Campus, Bayside Building
Second Floor, B200

Advanced Technology Center
Room 208

or
Call the Information Center
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VIEWING YOUR GRADES ONLINE WITH TCC SIS VERSION 8.9

Go online in the Student Information System (SIS) to view your grades at the end of the semester. Grade reports are no longer mailed to students.

To View Your Grades in SIS:

Click in the *myTCC* button on any TCC webpage.

Enter your Username* and Password. Click on **Log-In**.

Click on VCCS SIS8 Student Information System on the myHome page.

Click on **Self Service**

Click on **Student Center**

Click on **Grades**

Select the term you wish to view and click on **Change**.

Your courses and grades for the selected term should appear on a new screen. **If the grade has been posted to your account, it will appear in the Official Grade column.** Grades entered into the SIS by faculty are posted nightly to student accounts.

To print a copy of your grades, click on Printer Friendly Version, then click the print button on your browser tool bar.

Don't forget to **click Sign Out** on the top right corner of the screen when you are ready to exit the SIS.

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