

## ***Welcome to Your FCSL Student Web Portal***

### **Course Schedule**

Students can view and search course schedules and view class details.

### **Online Registration**

Online registration allows students to register for courses through the web portal. Further details about online registration will be sent to you as registration for each new semester approaches.

### **Degree Audit/Unofficial Transcript**

Students have access to an online degree audit, and can view their posted grades online. Note – these functions are disabled during the period between final exams and the posting of final grades.

### **Class Schedule**

Students can view class schedules on a calendar as well as in list form. The classes also link to class resources page, which include class details and may contain a downloadable syllabus.

### **GPA Calculator**

Students can estimate their term and cumulative GPA using this tool. All current and scheduled classes will be available for hypothetical calculations. Note – this function is disabled during the period between final exams and the posting of final grades.

### **Student Calendar**

Students have access to three calendar views: monthly, weekly and daily. The calendar contains all classes, appointments and important campus dates and events.

### **Student Message Center**

The message center contains all student alerts, holds and pending appointments or meetings.

### **Student Profile/Information**

Students can view their personal data, and may be able to update information. Students can request address changes or add new addresses.

### **View Attendance**

Students can view their attendance records by class and by term.

### **My Links**

Quick links are available to access your email and other regularly visited websites.

### **Tech Notes**

The Web Portal supports browser for the Windows and Macintosh platform. The supported Windows browser is Internet Explorer, which can be downloaded for free at: <http://www.microsoft.com/downloads/Search.aspx?displaylang=en>. The supported Macintosh browser is Safari, which can be downloaded for free at: <http://www.apple.com/safari/download/>.

**HELP DESK – 904-680-7624 or [helpdesk@fcsi.edu](mailto:helpdesk@fcsi.edu)**

## Student Web Portal Login Instructions

*When you are logging in the Student Web Portal for the first time:*

1. Point your Internet Explorer browser to the Florida Coastal Home Page: [www.fcsl.edu](http://www.fcsl.edu).
2. Click on the Student Web Portal link located under the **Students** button on the left side of the webpage.
3. This brings you to the Student Web Portal Login page. The first time you sign in, you will click on the New User link:

Username

Password

Password is case sensitive

[New User?](#)

[Forgot your password?](#)

Login

4. This will take you to the New Account Creation page. Enter your Social Security number, First Name, Last Name, and answer the Security question and hit the login button:

**New Account Creation**

Please enter the following information to create your account.

\* Required Fields

Social Security # \*   
###-##-####

First Name \*

Last Name \*

Place of Birth?\*

Back Login

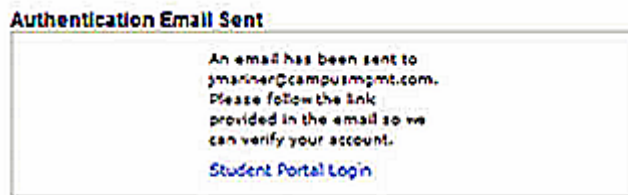
- If the system finds your record in the database, it will display the email address on file for you. **Please verify this is a valid email address to which you have access.** (Note – for current active students, this should be your school email address). If the email is correct, click on the Yes button:



- You will then be prompted to create your username and password (note – if you no longer have access to the email address on file, you must contact the Helpdesk to have them change it in the database. For security reasons, you cannot change this on your own).



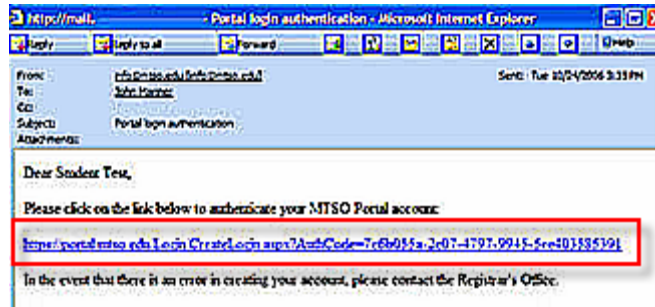
- Enter your username and password combination (note – as a best practice, FCSL recommends that you use the same username and password here as you already use for your email) and hit the login button.
- The system will then send an authentication email to the email address on file:



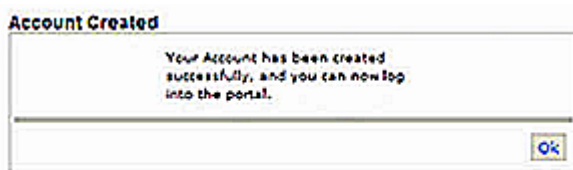
- Open up your email and look for the message from [fcslcompsvcs@fcsl.edu](mailto:fcslcompsvcs@fcsl.edu) :



10. Open the email and click on the authentication link:



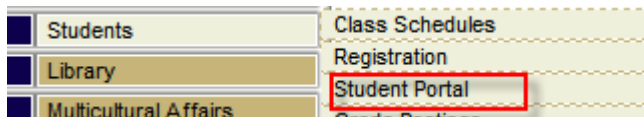
11. This will pop-up a new Internet Explorer browser. The on-screen message will confirm that your account has been created and that you may now login to the Student Portal.



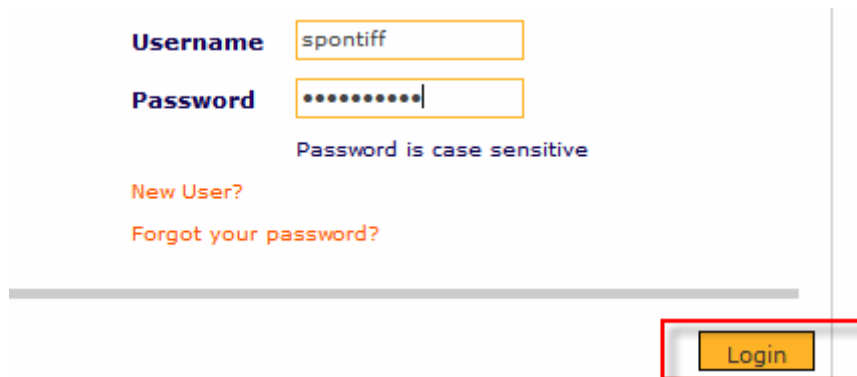
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***Logging into Student Portal after your account is set up:***

1. Point your Internet Explorer browser to the Florida Coastal Home Page: [www.fcsl.edu](http://www.fcsl.edu).
2. Click on the Student Web Portal link from the Florida Coastal Home Page, located under the *Students* button on the left side of the webpage.



3. Enter your username and password and click the login button:



4. You now have access to the Student Portal!



My Home Page New Alerts August 03, 2007


- ▶ Campus Info
- ▶ Academics
- ▶ My Profile
- ▶ Message Center
- ▶ My Finances
- ▶ My Documents
- ▶ Academic Tech.
- ▶ My Links
- ▶ Directories
- ▶ Career Services
- ▶ Student Handbook
- ▶ Student Assistance

### My Calendar

Friday Choose Day

August 2007						
S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

### News



Be sure to check our all the latest FCSL news and events on our main site!...[more](#)

### Message Center

- You have **0 Holds**
- You have **2 Alerts**
- You have **0 Appts.**

### At a Glance

### Advisors

Faculty

- Nareissa Smith**  
904-680-7674

### Document Center

[Full Document Center >>](#)

You have no documents due.