How to Log in to the MyFSCJ Portal

- Using your student username and password log into my.fscj.edu

Welcome to myFSCJ!

myFSCJ is our new and improved portal. In an effort to streamline our processes, all students, faculty and staff members are now using one centralized program to improve our functionality, processes and efficiency. For students, myFSCJ will simplify the registration process and allow you to better plan and manage your progress through degree programs. For faculty and staff, it will modernize business practices by serving as your “go-to” destination for many core functions.

It’s our responsibility and goal to help you be successful – whether in your quest for a higher education or in your daily work functions – and know myFSCJ is a great tool to help you do so.

The College’s websites offer valuable information for future and current students. The following links will direct you to some of the most requested resources:

- Academic Calendar
- Buy Books Online
- Campuses & Centers
- Career Development Centers
- Catalogs
- Florida Sexual Offenders & Predators Search
- Collection & Use of Social Security Numbers
- Counseling & Advising
- Degrees & Programs
- Faculty & Staff Directory
- Financial Aid
- Library Learning Commons
- Student Computing Resources
- Student Resources (A-Z Index)
- Send an Official Transcript
- Student Help | Employee Help

How to Register for Class (7 steps)

1. In the Students section, select My Academics, then Student Center

Looking for Connections? All records for Spring and Summer 2017, including class schedules, financial aid information, billing records, and transcript requests are based in the Connections system until the transition process is completed. Click here to be redirected.
2. Under the Academic section select Enroll

3. Click Search under Select Classes to Add

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

You are not register for classes in this term.
4. Select the green **Show Detail** button to display course options for areas that need to be satisfied.

5. Select the course you are interested in taking, this will display the course details as well as current schedule options.
How to Register for Class (continued)

6. Click Select for the course that best fits your schedule and click Next to add to your shopping cart

<table>
<thead>
<tr>
<th>SPC 2017 sections for Fall 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section</strong></td>
</tr>
<tr>
<td>1-LEC(1507)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Days</th>
<th>Start</th>
<th>End</th>
<th>Rooms</th>
<th>Instructor</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>We</td>
<td>11:00AM</td>
<td>12:20PM</td>
<td>ATC BLDG A ROOM 2079</td>
<td>Mary Cunill</td>
<td>08/28/2017 - 12/09/2017</td>
</tr>
</tbody>
</table>

7. Click the green Proceed to Step 2 of 3 button

<table>
<thead>
<tr>
<th>SPC 2017 sections for Fall 2017</th>
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<tbody>
<tr>
<td><strong>Section</strong></td>
</tr>
<tr>
<td>12-LEC(3216)</td>
</tr>
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<th>End</th>
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</thead>
<tbody>
<tr>
<td>TBA</td>
<td>TBA</td>
<td>TBA</td>
<td>Online - All Activities Online</td>
<td>Staff</td>
<td>09/18/2017 - 12/09/2017</td>
</tr>
</tbody>
</table>

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1. Select classes to add

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- **SPC 2017 has been added to your Shopping Cart.**

<table>
<thead>
<tr>
<th>Fall 2017 Shopping cart</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Delete</strong></td>
</tr>
<tr>
<td><img src="image" alt="Delete" /></td>
</tr>
</tbody>
</table>

**PROCEED TO STEP 2 OF 3**
8. Then click on the **Finish Enrolling** button

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**2. Confirm classes**

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

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**Plan**  
**Enroll**  
**My Academics**

<table>
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<tr>
<th>Add Classes</th>
<th>drop</th>
<th>term information</th>
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</table>

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**Add Classes**

**2. Confirm classes**

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**My Academics**

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Add Classes

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