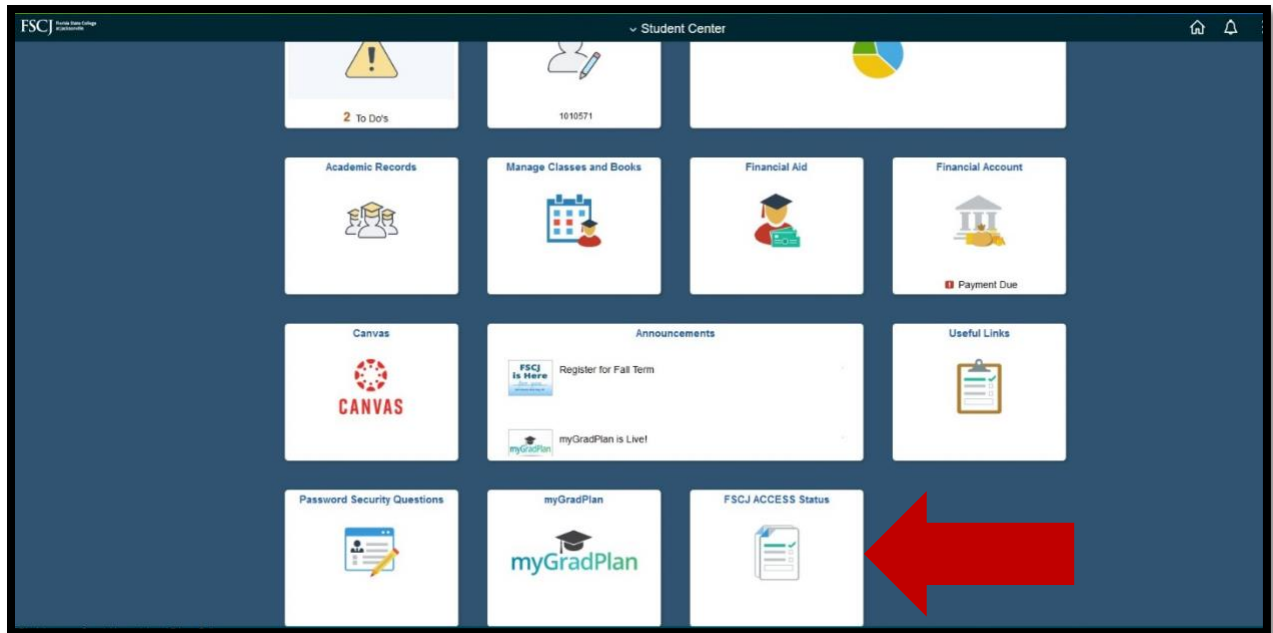
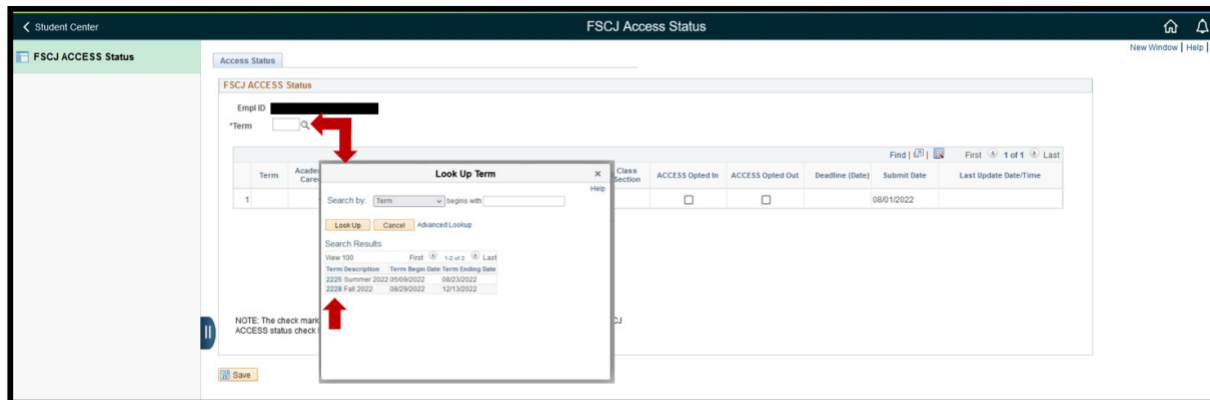


## Instructions for opting out of FSCJ ACCESS

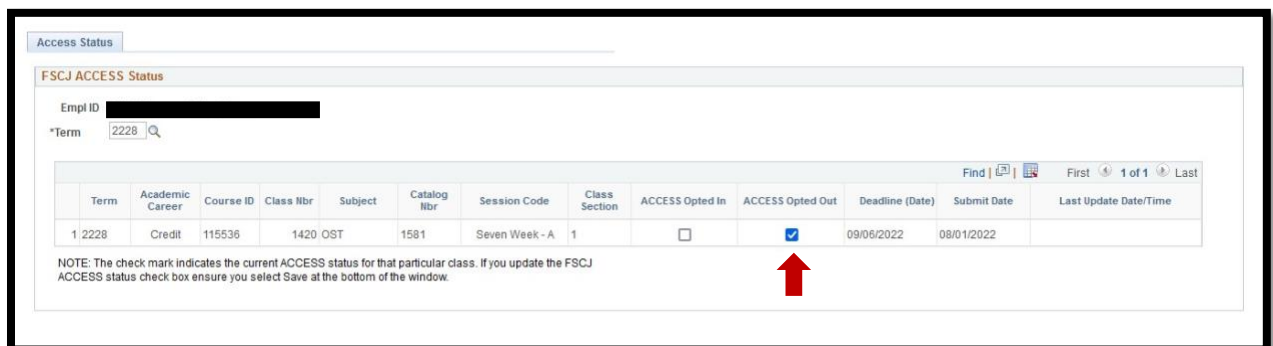
- 1) Log into your FSCJ Student portal and look for the FSCJ ACCESS icon on your homepage.



- 2) Next, select your term. Click the magnifying glass and select the current term (Example: 2252 = Spring 2025)



- 3) Your courses will be displayed. Select the button under "ACCESS Opted Out" to opt out of your class(es).



4) Click "Save." You should see a date and time stamp in the last column.

The screenshot shows the 'FSCJ ACCESS Status' web application. At the top, it displays 'Access Status' and 'FSCJ ACCESS Status'. Below this, the user information is shown: 'Empl ID 1010571 Johns, Karen' and a search field for 'Term' with '2228' entered. A table with the following columns is displayed: Term, Academic Career, Course ID, Class Nbr, Subject, Catalog Nbr, Session Code, Class Section, ACCESS Opted In, ACCESS Opted Out, Deadline (Date), Submit Date, and Last Update Date/Time. The table contains one row of data: Term 1, Academic Career Credit, Course ID 115536, Class Nbr 1420 OST, Subject 1581, Session Code Seven Week - A, Class Section 1, ACCESS Opted In (checkbox), ACCESS Opted Out (checked checkbox), Deadline (Date) 09/06/2022, Submit Date 08/01/2022, and Last Update Date/Time 08/01/22 7:32:43AM. A red arrow points to the 'Last Update Date/Time' column. Below the table, there is a note: 'NOTE: The check mark indicates the current ACCESS status for that particular class. If you update the FSCJ ACCESS status check box ensure you select Save at the bottom of the window.' At the bottom left, there is a 'Save' button with a red arrow pointing to it.

Term	Academic Career	Course ID	Class Nbr	Subject	Catalog Nbr	Session Code	Class Section	ACCESS Opted In	ACCESS Opted Out	Deadline (Date)	Submit Date	Last Update Date/Time
1	Credit	115536	1420	OST	1581	Seven Week - A	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	09/06/2022	08/01/2022	08/01/22 7:32:43AM

NOTE: The check mark indicates the current ACCESS status for that particular class. If you update the FSCJ ACCESS status check box ensure you select Save at the bottom of the window.

Save

You have completed the opt-out process. If you choose to opt back in you would use these same instructions but select "ACCESS Opted In" option and then click save.