How to Log in to the myFSCJ Portal

- Using your student username and password log in to 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

Having Problems Logging in? Contact the Help Desk at (904) 632-3151 or online.

How to Register for Class

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

Fall 2017 | College Credit | FSCJ1

Add to Cart:
Find Classes

- My Requirements
- search

You are not registered for classes in this term.
How to Register for Class (continued)

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.

The following courses may be used to satisfy this requirement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC2017</td>
<td>INT SPEECH COMMUNCTN</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPC2065</td>
<td>SPEECH COMM BUSN/PRO</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPC2608</td>
<td>FUND PUBLIC SPEAKING</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

General Education Humanities (RQ1854) Not Satisfied

**Bachelor of Applied Science in Information Technology Management (S301) RG8495**

**General Education Communication (RQ1853)** Not Satisfied
6. Click **Select** for the course that best fits your schedule and click **Next** to add to your shopping cart.

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

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### Add Classes

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.

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

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### Fall 2017 Shopping cart

<table>
<thead>
<tr>
<th>Delete</th>
<th>Class</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SPC 2017-5 (3216)</td>
<td>Online - All activities online</td>
<td>Staff</td>
<td>3.00</td>
<td>Open</td>
<td></td>
</tr>
</tbody>
</table>
How to Register for Class (continued)

8. Then click on the **Finish Enrolling** button

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**Add Classes**

**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**

Add

**Enroll**

my class schedule

**My Academics**

drop
term information

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**Class** | **Description** | **Days/Times** | **Room** | **Instructor** | **Units** | **Status**
---|---|---|---|---|---|---
SPC2017-5 (3216) | INTSPEECH COMMUNCTN (Lecture) | Online - All activities online | Staff | 3.00 | Open

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**Open** | **Closed** | **Wait List**
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**CANCEL** | **PREVIOUS** | **FINISH ENROLLING**