



# How to Use the FVCC Student Portal

## How do I log on?

- ◆ Go to [www.fvcc.edu](http://www.fvcc.edu).
- ◆ Click on **Student Portal** (3rd column in dark blue shaded area on bottom of page.)
- ◆ Follow the directions to **login**.
- ◆ Select a term from the drop down menu.
- ◆ Click on the **login** button. This will take you to the Student Portal homepage where you will find your advisor and academic program.

## How do I register for courses or make schedule changes?

- ◆ Click on **Registration/Schedule Changes**.
- ◆ Read “Refund Policy, Advising and Course Prerequisites.” By clicking **Accept**, you are agreeing to the terms indicated.
- ◆ Click on **Show Filter**.
- ◆ Enter the department, course number and section. Leave “type” blank. Note: You can also filter for a certain campus, interim and online courses.
- ◆ Click on **Apply Filter**.
- ◆ Select class by clicking on the box next to “Credit.”
- ◆ To add another class, click on **Show Filter** again and repeat the previous two steps until you have entered all of your courses.
- ◆ Click on **Show Pending Courses** to verify selected courses are correct.
- ◆ Click on **Process Registration** after you have entered all of your courses.
- ◆ Print your schedule.
- ◆ Dropping a class? Click on **Registration/Schedule Changes**. Select the class and click on the box next to “Drop.” Click on **Process Registration**.

## How do I find my student ID#, buy course books or check my grades ?

- ◆ Your student ID is listed on the top of the Student Portal News page. Click on **Admissions Status** followed by **FVCC Transcript** to view your grades.
- ◆ The FVCC Bookstore will need your student ID# to reserve your books. Click on **FVCC Bookstore** to access the Online Bookstore. You can buy books or print a **Textbook Reservation Form** here.

## How do I check charges or make a payment?

- ◆ To check charges, click on **My Account** and print.
- ◆ Click on **Pay by Credit Card** to pay with a credit or debit card. Note: the amount defaults to entire amount owed, but you can change the amount if you are on a payment plan making a monthly payment.

## Other Student Portal Uses

- ◆ Click **Edit Profile** to update your address, phone number and email information if it is not current.
- ◆ Click **Change Password** to change your password.
- ◆ Click **My Schedule** to view or print your schedule. You also can make changes to your schedule within the first week of the semester if you click on **Registration/Schedule Changes**.
- ◆ Declare/change your major by selecting the **Click here if your Program is NOT Correct** feature on the Student Portal News page and following the prompts.
- ◆ Click **Admissions Status** to see your archived documents by clicking High School, Other College, Immunization, etc.
- ◆ Click **Degree Audit Options** to view your progress toward degree completion.
- ◆ Click **FVCC Transcript** to view or print an unofficial copy of your transcript.

## Finished?

Remember to click on **Logout**.