



## Welcome to our New Student Portal!!!

Please follow the following instructions:

### Current Students – Returning users:

1. Click on '[Student Portal Home Page](#)'
2. Enter your **Username** and **Password**
3. Click on '[Login](#)'

### Current Students – First time users:

4. Click on '[Student Portal Home Page](#)'
5. Click on '[Create a New Account](#)'
6. Enter your Social Security number or Student ID \*
7. Enter Your Name \*
8. Enter Your Last Name \*
9. Answer the security question '**Place of Birth**'#
10. Confirm that the e-mail on record is correct.

If we have an outdated e-mail. You must contact FNC to update your e-mail in our records

### 11. Memorize your **USERNAME**

#### Login Information

**Required Field\***

**Login Information**

Your student record was successfully located and your username has been created. Please enter a new password.

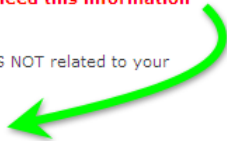
**Very Important!!! memorize your username referenced below, you will need this information later to log in.**

This username and password IS NOT related to your Blackboard login credentials.

You username is:\* **coke11y**

Password\*

Confirm Password\*



12. Enter a password. This information is not related to any other FNC password you use. You may, if you wish, use the same password.
13. Click on **'Submit'**

Wait for an e-mail from [portalaccount@mm.fnc.edu](mailto:portalaccount@mm.fnc.edu); once received click on the link that the e-mail contains. If you cannot click on the link, cut and paste the information in a browser address field.

14. Within the Authentication e-mail click on the link
15. Click **'Student Login'** on the Account Created Screen.
16. Enter your Username and password
17. Click on 'LOGIN'

\* This information must match your school records.

# Place of Birth is a security question. You will be prompted for your answer in case, later on, you need to reset your password.

#### **Troubleshooting tips:**

- 1) It is recommended you allow pop-ups to use my.fnc.edu
- 2) Ensure that you are using the same information as recorded by FNC.
- 3) The FNC Portal may not function properly if you are using a non-supported browser. Recommended browsers with minimum supported browser versions include Internet Explorer 6.0 and Firefox 1.0 for Windows. Also, Safari 3.0 and Firefox 1.0 for Macintosh users.
- 4) Slow internet connections may prevent you from accessing the Student Portal.

#### **How to get help:**

- Contact your Student Services Office
- Email [portalsupport@mm.fnc.edu](mailto:portalsupport@mm.fnc.edu).

#### **What will the New Portal allow you to do?**

Once you are successfully logged into the system, here are some ideas to get started:

- 1) Review your personal information under the "My Profile" menu
- 2) Review your grades and schedule under the "Academics" menu
- 3) Review your account balance and activity under the "My Account Info" menu
- 4) Review the your calendar under the "My Profile" menu

We hope you enjoy this capability and communication means between you and your campus community. If you have any questions, please use the contact information in the "My Campus" tab or email links throughout the site.

For more details search the detailed portal guide located under Student Services.

Sincerely,

Florida National College

