

Welcome to Your FCSL Student Web Portal

Course Schedule

Students can view and search course schedules and view class details.

Online Registration

Online registration allows students to register for courses through the web portal. Further details about online registration will be sent to you as registration for each new semester approaches.

Degree Audit/Unofficial Transcript

Students have access to an online degree audit, and can view their posted grades online. Note – these functions are disabled during the period between final exams and the posting of final grades.

Class Schedule

Students can view class schedules on a calendar as well as in list form. The classes also link to class resources page, which include class details and may contain a downloadable syllabus.

GPA Calculator

Students can estimate their term and cumulative GPA using this tool. All current and scheduled classes will be available for hypothetical calculations. Note – this function is disabled during the period between final exams and the posting of final grades.

Student Calendar

Students have access to three calendar views: monthly, weekly and daily. The calendar contains all classes, appointments and important campus dates and events.

Student Message Center

The message center contains all student alerts, holds and pending appointments or meetings.

Student Profile/Information

Students can view their personal data, and may be able to update information. Students can request address changes or add new addresses.

View Attendance

Students can view their attendance records by class and by term.

My Links

Quick links are available to access your email and other regularly visited websites.

Tech Notes

The Web Portal supports browser for the Windows and Macintosh platform. The supported Windows browser is Internet Explorer, which can be downloaded for free at: <http://www.microsoft.com/downloads/Search.aspx?displaylang=en>. The supported Macintosh browser is Safari, which can be downloaded for free at: <http://www.apple.com/safari/download/>.

FOR HELP CONTACT THE SYNC Desk – 904-515-6715 OR sync@fcsl.edu

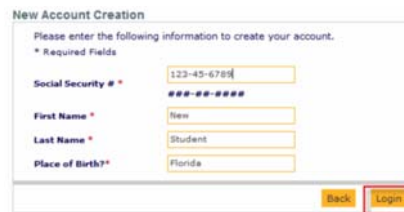
Student Portal Login Instructions

When you are logging in the Student Portal for the first time:

1. Point your Internet Explorer browser to the Florida Coastal Home Page - www.fcsl.edu.
2. Select the 'About' dropdown; then select 'Tools'; then select 'Student Portal'.
3. This brings you to the Student Portal login page. The first time you sign in, you will select 'New User' link (sometimes the 'New User' link does not show up, so here is a direct link to the 'New User' page - <https://mycampus.fcsl.edu/Login/CreateLogin.aspx?> .



4. This will take you to the New Account Creation page. Enter your Social Security number, First Name, Last Name, and answer the Security question and select the Login button:



5. If the system finds your record in the database, it will display the email address on file for you. **Please verify this is a valid email address to which you have access.** (Note – for current active students, this should be your school email address). If the email is correct, Select the 'Yes' button:



6. You will then be prompted to create your username and password (Note – if you no longer have access to the email address on file, you must contact the Sync Desk to have them change it in the database. For security reasons, you cannot change this on your own).



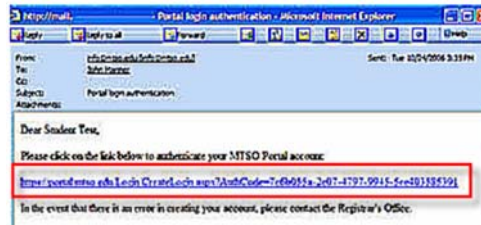
7. Enter your username and password combination (Note – as a best practice, FCSL recommends that you use the same username and password here as you already use for your email) and select the Login button.

8. The system will then send an authentication email to the email address on file:



9. Open up your email and look for the message from fcs1compsvcs@fcs1.edu.

10. Open the email and click on the authentication link:



11. This will pop-up a new Internet Explorer browser. The on-screen message will confirm that your account has been created and that you may now login to the Student Portal.



Logging into Student Portal after your account is set up:

1. Point your Internet Explorer browser to the Florida Coastal Home Page - www.fcs1.edu.
2. Click on the Student Portal link from the Florida Coastal Home Page, located under the 'Student Experience' dropdown.
3. Enter your username and password and click the login button:



4. You now have access to the Student Portal!