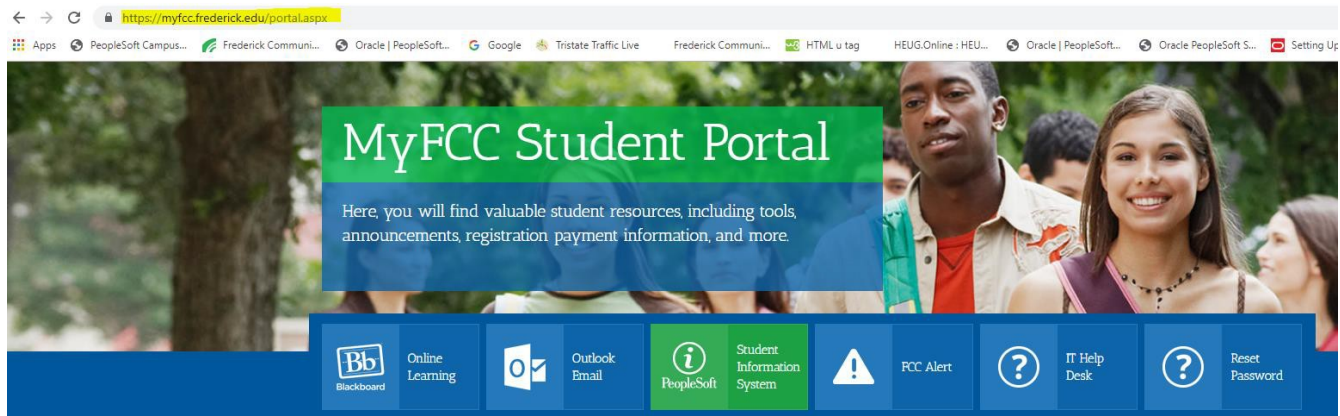


PeopleSoft Campus Solutions 9.2 for Students

Welcome to PeopleSoft! As an FCC Student, you'll use PeopleSoft to access your degree plan, search and register for classes, check your schedule, view your transcript, accept financial aid, pay your bill, and see if there are any holds or tasks on your account. This guide will help you get started by explaining how to navigate the system, including the Student Homepage, Banner, NavBar, and Tiles.

Logging In

To get started, go to the top right of the FCC website and click on MyFCC to access the Student Portal, or go directly to <https://myfcc.frederick.edu/portal.aspx> Click on the PeopleSoft (Student Information System) box, and log in with your Username and Password.



Homepages

The PeopleSoft Student Homepage has a simple tile layout that makes it easy to navigate, and it works well on your phone, tablet, laptop, or desktop.

Banner

The menu bar, or “Banner”, is at the top of Student Homepage and includes these buttons:



Home – Click here to go back to your Homepage



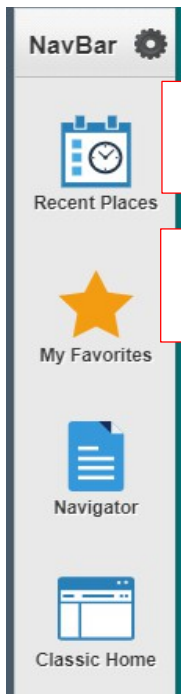
Search – Use this to search for any function



Action List – Click here to view actions for your current page, like signing out



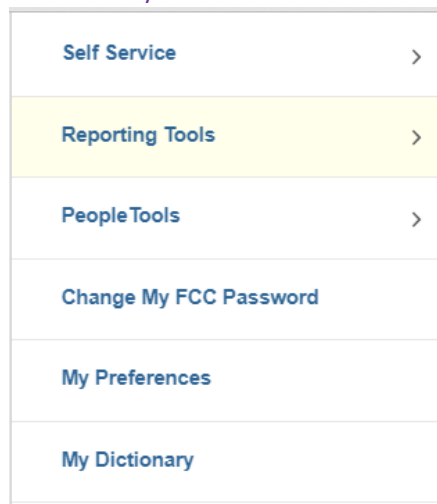
Navigation – the NavBar slides out from the side and gives you another way to navigate



Recent Places will show you the last five pages you visited

My Favorites allows you to save your own list of favorite places in PeopleSoft

Navigator takes you to a fluid menu that will scale to your device



Classic Home takes you to the traditional Main Menu used in previous versions of PS



Tiles

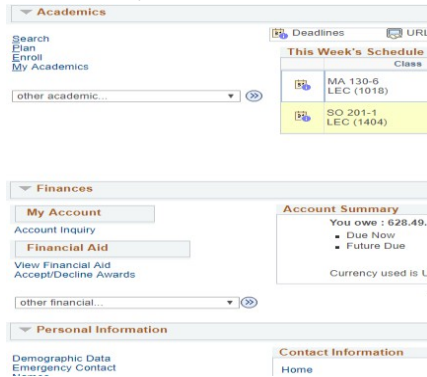
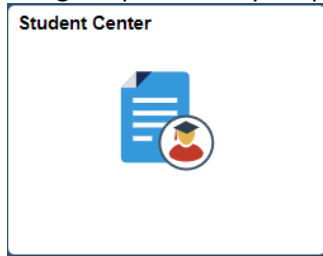
Tiles are a quick and easy way to navigate PeopleSoft. From your Student Homepage, click on any tile to see the menu with related functions. The "[How to Use your Homepage](#)" tile links to this guide, so you can always refer back to it.



Here's a rundown of the main tiles you'll use on your Student Homepage:

Student Center

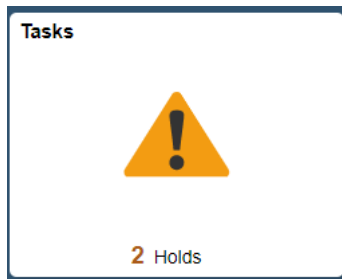
The Student Center has all your student functions, but it isn't mobile-friendly (it doesn't adjust to your device size). When using PeopleSoft on your phone or tablet, use the other tiles below for a better mobile experience.



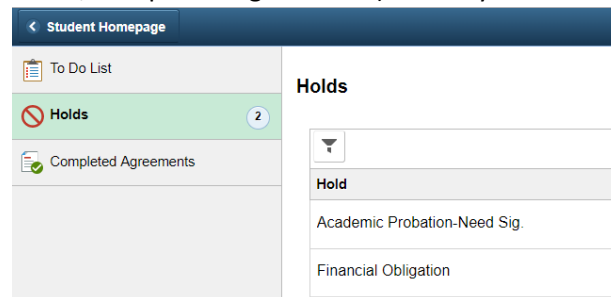
Tip: The **How to use your Student Center** tutorial is available by clicking on its link in the **FCC Sites** box on the right side of your Student Center.

Tasks

The Task tile shows important info about your account, like things you need to do or holds you need to resolve. This includes things like **financial holds** or **academic holds** due to Academic Standing. **ALWAYS CHECK THIS TILE EACH TIME YOU LOG IN.**

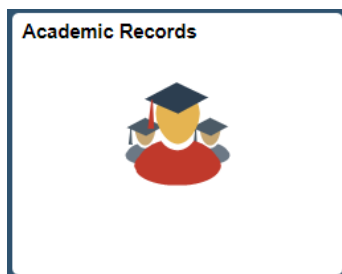


It will appear on your Homepage even if you don't have tasks, but the options (To Do List, Holds, Completed Agreements) will only show if there's something for you to address.

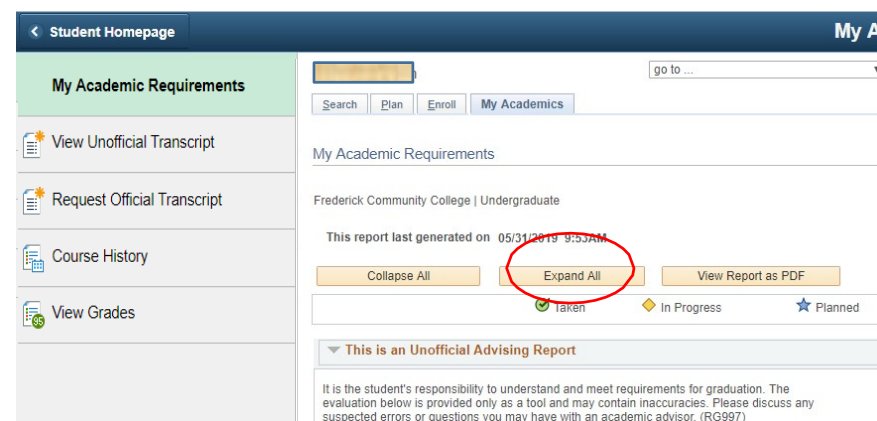


Academic Records

The Academic Records tile gives you access to your Degree Plan (Academic Requirements), grades, and Unofficial Transcript. If you need an Official Transcript, you'll be redirected to the Parchment website to request it.



Your **Degree Plan** lists the courses you need to complete your major and tracks your progress. Be sure to go over this with your Academic Advisor before registering for classes each semester. Click the "Expand All" button to get started.



You can also check your Term GPA, Cumulative GPA, and Academic Standing under **“View Grades”** or **“View Unofficial Transcript.”**

Student Homepage

My Academic Requirements

- View Unofficial Transcript
- Request Official Transcript
- Course History
- View Grades**

View Grades

Term GPA 3.750

Cumulative GPA 3.500

Academic Standing Good Standing

Class	Description	Units	Grading	Grade	Grade Points
EDUC 220	Educational Psychology	3.00	Graded	A	12.000
ENGL 203	AmerLit PreColonial thru Civil	3.00	Graded	A	12.000
ENGL 231H	English Language Studies	3.00	Graded	A	12.000
HIST 217	African-American History	3.00	Graded	B	9.000

Student Homepage

My Academic Requirements

- View Unofficial Transcript**
- Request Official Transcript
- Course History
- View Grades

2019 Fall (08/24/2019- 12/14/2019)

Program: Associate Degree
Plan: Education - Associate of Arts in Teaching English Major

Session: 15-week Regular Session

Course	Description	Attempted	Earned	Grade	Points
EDUC 220	Educational Psychology	3.000	3.000	A	12.000
ENGL 203	AmerLit PreColonial thru Civil	3.000	3.000	A	12.000
Req Designation: ENGL 231H	General Education Humanities English Language Studies	3.000	3.000	A	12.000
Req Designation: HIST 217	General Education Humanities African-American History	3.000	3.000	B	9.000
Req Designation:	General Education History				

	Term GPA	3.750	Term Totals	Attempted	Earned	GPA Units	Points
	Transfer Term GPA		Transfer Totals	12.000	12.000	12.000	45.000
	Combined GPA	3.750	Comb Totals	0.000	0.000	0.000	0.000
				12.000	12.000	12.000	45.000


	Cum GPA	3.500	Cum Totals	Attempted	Earned	GPA Units	Points
	Transfer Cum GPA		Transfer Totals	46.000	46.000	46.000	161.000
	Combined Cum GPA	3.500	Comb Totals	0.000	0.000	0.000	0.000
				46.000	46.000	46.000	161.000

Academic Standing Effective 01/02/2020: Good Standing

Manage Classes

Use this tile to search and enroll in classes (just click “Class Search and Enroll”). You can also check your current class schedule.

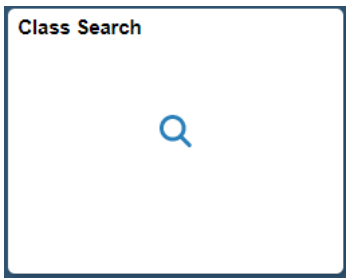
Manage Classes



- View My Classes**
- My Weekly Schedule
- Shopping Cart
- Class Search and Enroll
- Drop Classes
- Update Classes
- Swap Classes
- Browse Course Catalog

Class Search

This tile lets you quickly look up classes. It's a separate tile from the Manage Classes one but offers the same functionality. It works on mobile, but it doesn't resize like other fluid tiles.



Search | Plan | Enroll | My Academics

Search for Classes | Browse Course Catalog

Search for Classes

Enter Search Criteria

Search for Classes

Institution: Frederick Community College

Term: 2019 Summer

Select at least 2 search criteria. Select Search to view your search results.

Class Search

select subject Subject

Course Number is exactly

Course Career Undergraduate

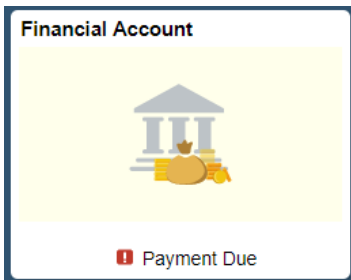
Show Open Classes Only

Additional Search Criteria

Clear Search

Financial Account

This tile shows any payments due, your payment history, and other services like enrolling in a payment plan or viewing tax forms like the 1089-T.



Account Balance

Make a Payment

Payment History

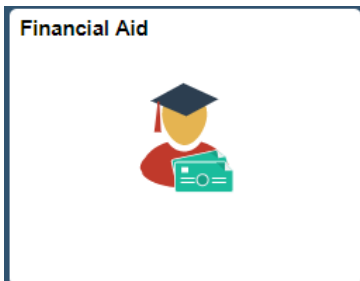
Account Services

View 1098-T

Enroll in Payment Plan

Financial Aid

If you receive Financial Aid, use this tile to accept or decline your awards and review your Financial Aid Summary.



2017-2018 Change

Awards

Summary

Accept/Decline

Disbursements

Outside Aid

Shopping Sheet

Financial Aid Summary

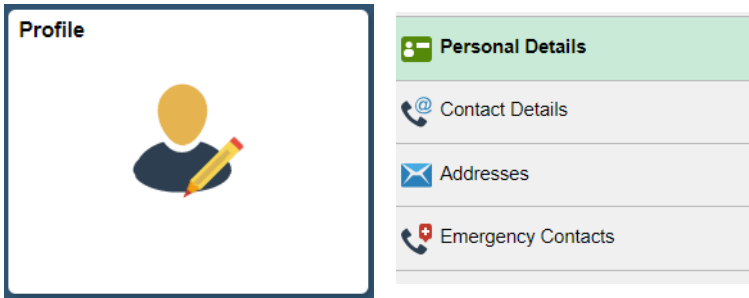
Need Summary

Cost of Attendance

Expected Family Contribution

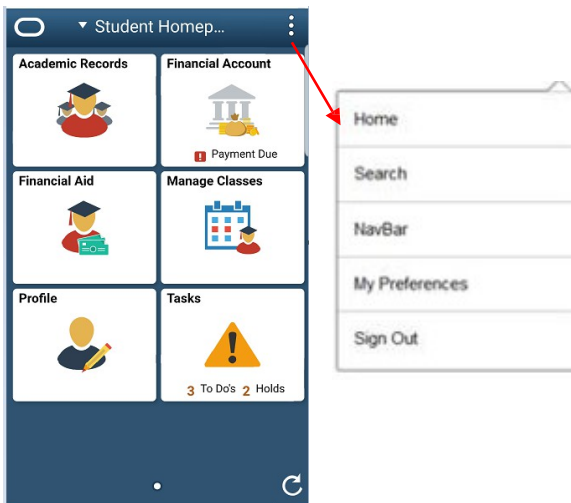
Profile

This tile lets you view your personal information.



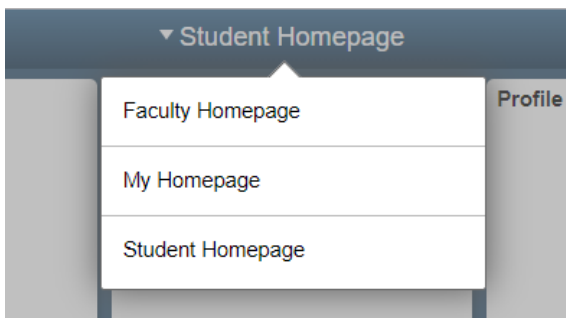
Mobile Navigation

On mobile devices, the banner shrinks, but the Action List is still available. The tiles will adjust to fit your screen while providing the same features.



Homepage Selector

If you have an additional role (like Work Study, staff, or faculty), you'll have a different Homepage with specific tiles and functions for that role. You can switch between Homepages using the Homepage Selector dropdown menu in the center of the Banner. Note: the Staff Homepage is called "My Homepage" by Oracle.



That should cover most of what you need to know to get started with PeopleSoft!