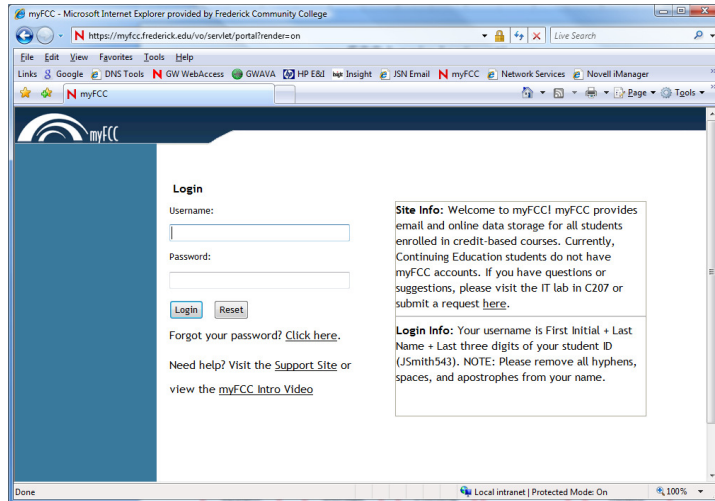


# myFCC Login Instructions

The myFCC system provides student email, online data storage, internal college announcements, as well as quick links to Blackboard and online course registration!

1. **Open the site:** Go to the myFCC homepage at <https://myfcc.frederick.edu/>

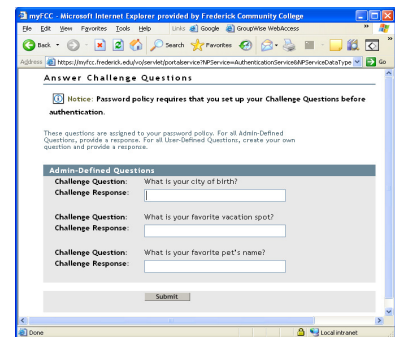


2. **Enter your username:** Your username is your first initial + last name + the last three digits of your student ID. (ex. **JSmith543**).

**NOTE:** Please remove all hyphens, spaces, and apostrophes from your name.

3. **Enter your password (in lowercase):** Your default password is the **first two letters of your last name plus the last five digits of your student ID** (ex. **sm76543**).

4. **Answer Challenge Response questions:** During the first login only, you must answer three questions. The system uses these responses to reset your password in the future, so answer them carefully.




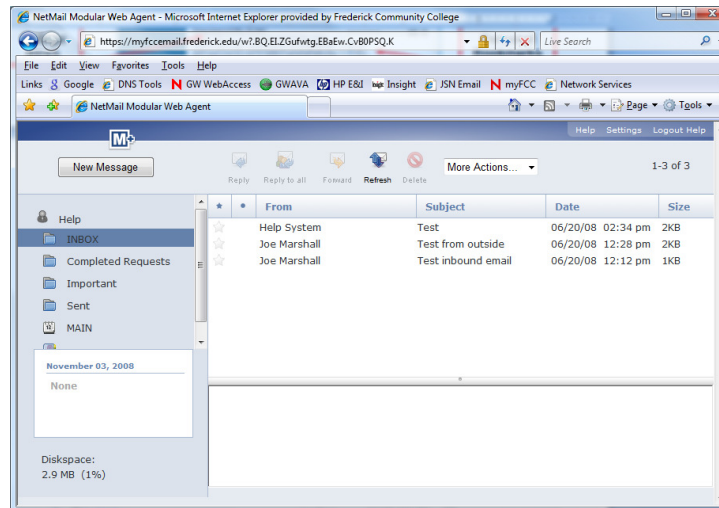
5. **Complete!** You're now logged into the myFCC system!

Still need help? Visit <http://www.frederick.edu/support> or the computer lab in C207.


**myFCC provides each student with 150 MB of email storage & 150 MB of data storage!**

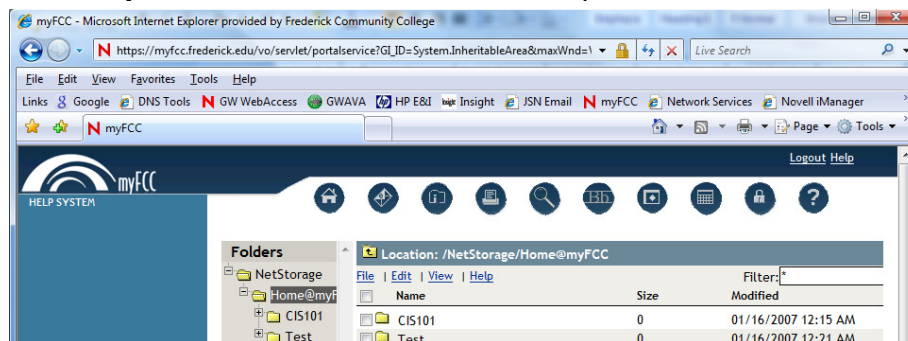
## Accessing the Inbox

1. Login to your myFCC account.
2. Click the email icon located on the menu bar. 
3. You should see your Inbox, which uses standard email functionality as shown in the image below.



## Accessing the Data Storage feature

1. Login to your myFCC account.
2. Click the data storage icon located on the menu bar. 
3. From this screen you can perform several tasks.
  - Use the **File menu** to create folders, upload files, download files, and delete files
  - Use the **Edit menu** to move, copy, and paste files
  - Use the **View menu** to sort files by name, size or modified date
  - Use the **Help menu** to access the online help



**NOTE:** You will find more detailed help at the myFCC support site <http://www.frederick.edu/support>

or by clicking the Help icon  from any page within myFCC.