Directions for Paying Tuition Online

- Once a student is registered for a course and a schedule is created, an <u>electronic invoice is automatically generated and sent to the student's FCC Outlook email account.</u>
- Students who completed the online application to FCC should have received an admissions letter. <u>The student ID number and email account information is included in the letter.</u>
- If a student applied but did not receive a letter, contact your DE Dean of Students or School Counselor.

Payment directions are below. Contact the Dual Enrollment office with questions about payments (301-624-2893)

1. Go to www.frederick.edu and click on **myFCC** in the top-right corner to access the Student Portal
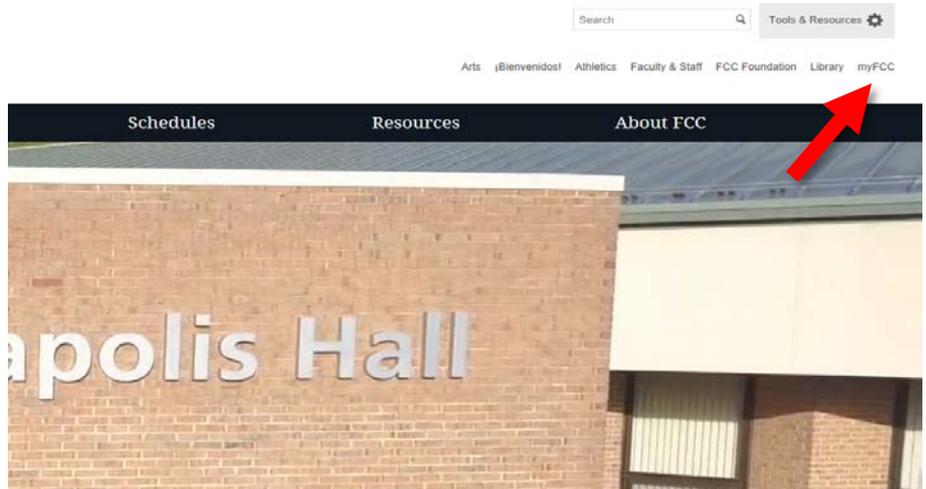
2. Click on **Student Information System: PeopleSoft**

3. Log into PeopleSoft with your username and password.

Don't have a password?
Click **FCC Password Management Services** to create or reset your password.
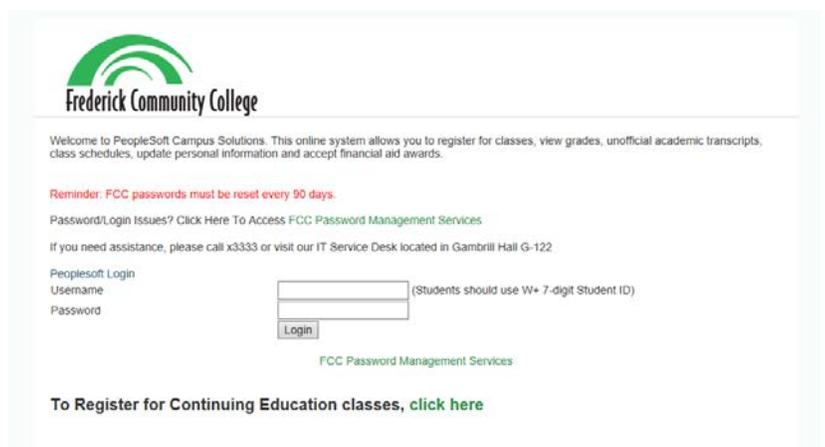
4. Click on **Financial Account** to access your tuition balance.
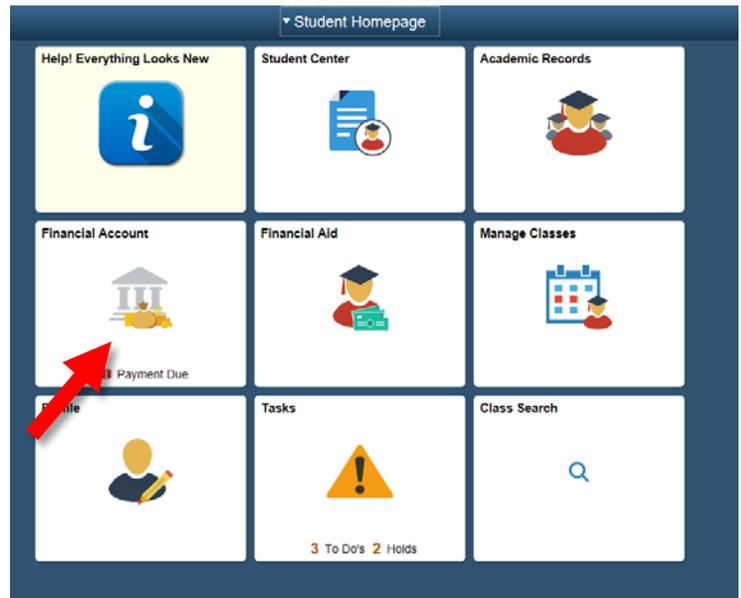
5. Your account balance will appear.

Click on **Make a Payment** to pay in full or set up a payment plan.
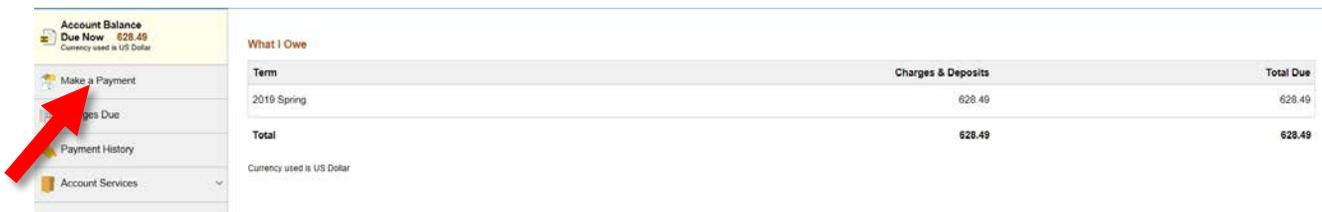
6. Enter the full amount and click **Next** to pay in full

or

Click **Set up a Payment Plan** to start an automatic monthly payment plan to pay your bill.
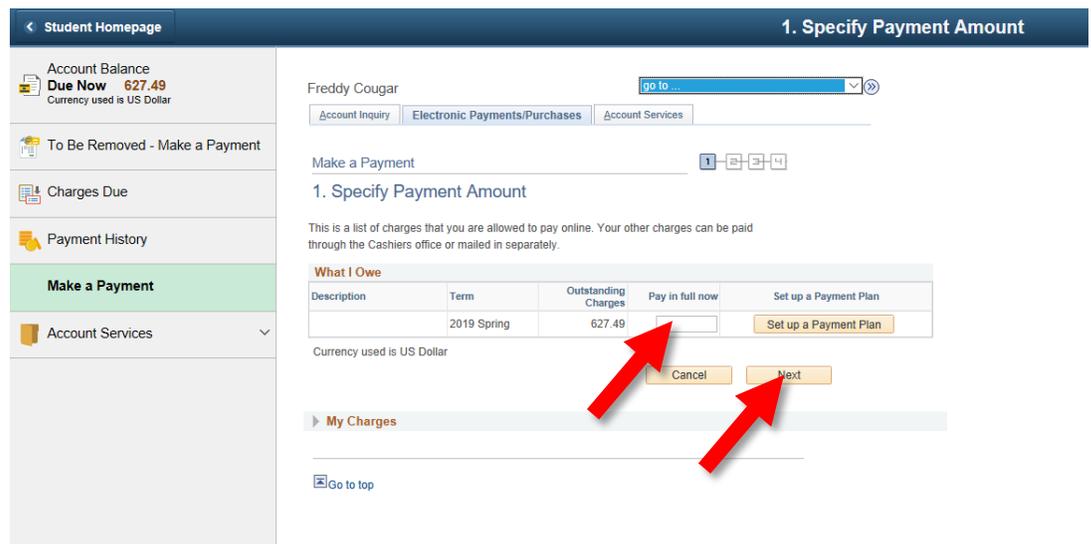
After a payment is made or a payment plan is set up, students will receive an updated invoice in their FCC Outlook email account.