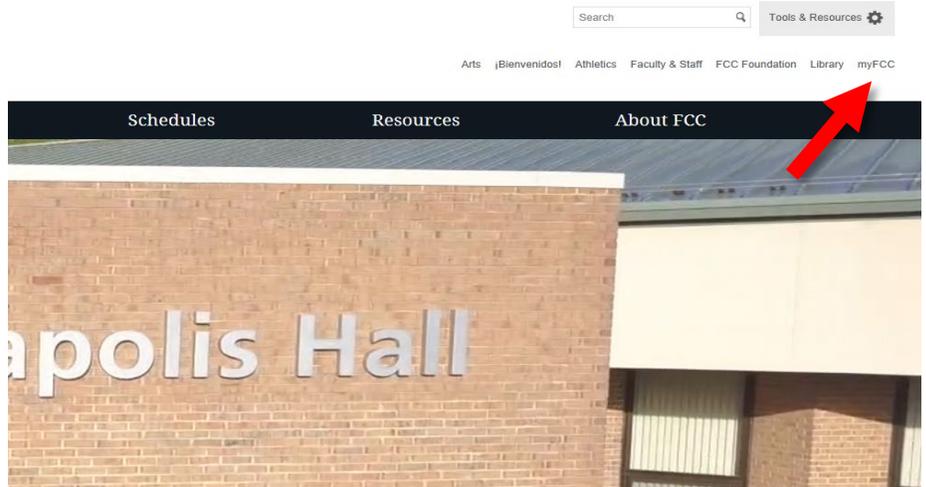


Directions for Paying Tuition Online

- Once a student is registered for a course and a schedule is created you will be notified by your high school and an electronic invoice is automatically generated and sent to the student's FCC Outlook email account.
- Students who completed the online application to FCC should have received an admissions letter. The student ID number and email account information is included in the letter.
- **If a student applied but did not receive a letter and needs their FCC ID number, they can contact DualEnrollment@frederick.edu.**

1. Go to www.frederick.edu and click on **myFCC** in the top-right corner to access the Student Portal



2. Click on **Registration and Student Account: PeopleSoft**



3. Log into PeopleSoft with your username and password.

Login information:

- To obtain a password, click the [Click Here](#) link
- Click **Ready to reset your password?**
- Click on **“this link”** to proceed



Welcome to our recently upgraded version of PeopleSoft Campus Solutions.
Before logging in for the first time, please clear your browser cache to avoid any display or data inconsistency issues.
Follow the steps in the link below for your specific browser. This only needs to be done once: <https://www.refreshyourcache.com/en/home/>

User ID [Format: Students W1234567, staff JSMITH]

Password

[Sign In](#)

[Create Account - Apply to FCC](#)

Password/Login Issues? [Click Here](#) To Access FCC Password Self-Service System

If you need assistance, please call x3333 (on campus) or 301-846-2509 (off campus) or visit our IT Help Desk located in Gambrill Hall G-122



Password Self-Service System for Students and Employees

For all Microsoft Outlook email, PeopleSoft, and Blackboard user accounts

[Begin Password Self-Service](#)

If you can not complete the password self-service steps, please contact the Help Desk at 301-846-2509 and someone will assist you.

Password FAQs

Ready to reset your password?

- Follow [this link](#) to be directed to the self service password reset page. This will take you to a Microsoft page where you will need to verify your identity to reset your password.

- Type in your User ID for password reset:

W + ID#@myfcc.frederick.edu

(Ex. W1234567@myfcc.frederick.edu)

and the required characters.

- Proceed with the verification steps to reset your password
- Your password must meet the following requirements
 - Password is case sensitive.
 - Must be at least 12 characters long.
 - Must not include any of the following values: password test.
 - Must not include part of your name or username.
 - Must not include a common word or commonly used sequence of characters.
 - Must have at least three types of the following characters:
 - Uppercase (A-Z)
 - Lowercase (a-z)
 - Number (0-9)
 - Symbol (!, #, \$, etc.)

- **If your information is entered correctly and it gives you an error. Please call the Student IT HelpDesk at 301.846.2509.**



Get back into your account

Who are you?

To recover your account, begin by entering your user ID and the characters in the picture or audio below.

User ID:

Example: user@contoso.onmicrosoft.com or user@contoso.com



Enter the characters in the picture or the words in the audio.

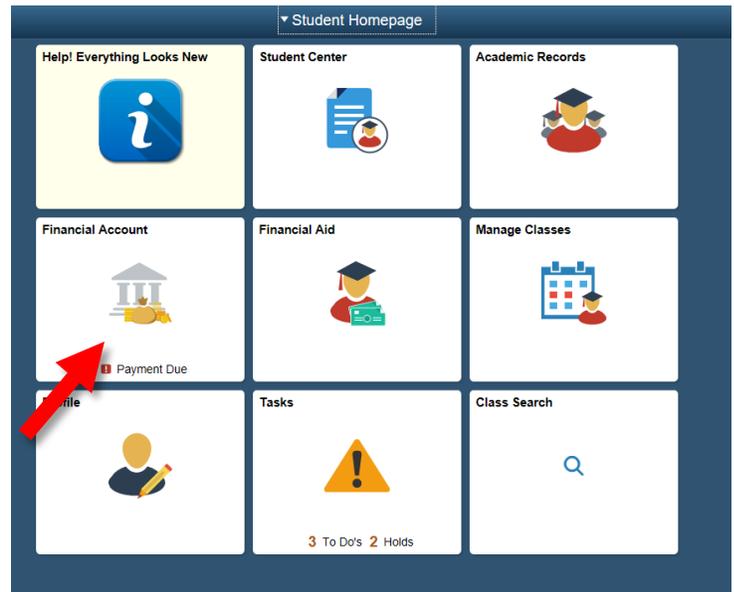
Next

Cancel

4. Go BACK to the PeopleSoft log in screen from the myFCC Student Portal and log in with your new password.

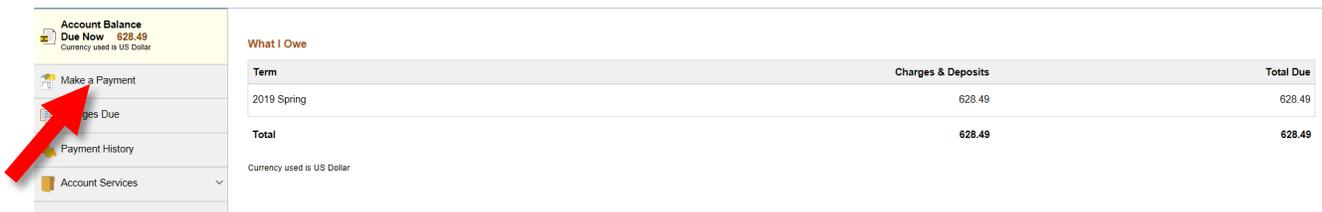
- **Your username is**
W + FCC Student ID
(Example: W1234567)

5. Once you are logged in, click on **Financial Account** to access your tuition balance.



6. Your account balance will appear.

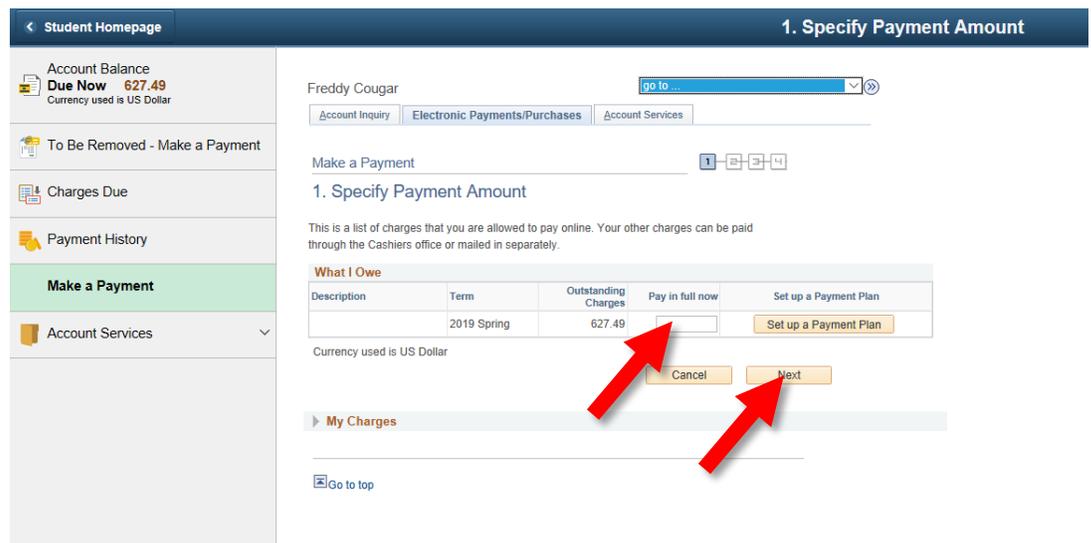
Click on **Make a Payment** to pay in full or set up a payment plan.



7. 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.