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](http://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
• Type in your User ID for password reset:

  \textit{W + ID#@myfcc.frederick.edu}

  (Ex. \textit{W1234567@myfcc.frederick.edu})

  and the required characters.

• Proceed with the verification steps to reset your password

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

• If your information is entered correctly and it gives you an error. Please call the \textbf{Student IT HelpDesk at 301.846.2509}. 
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.


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.