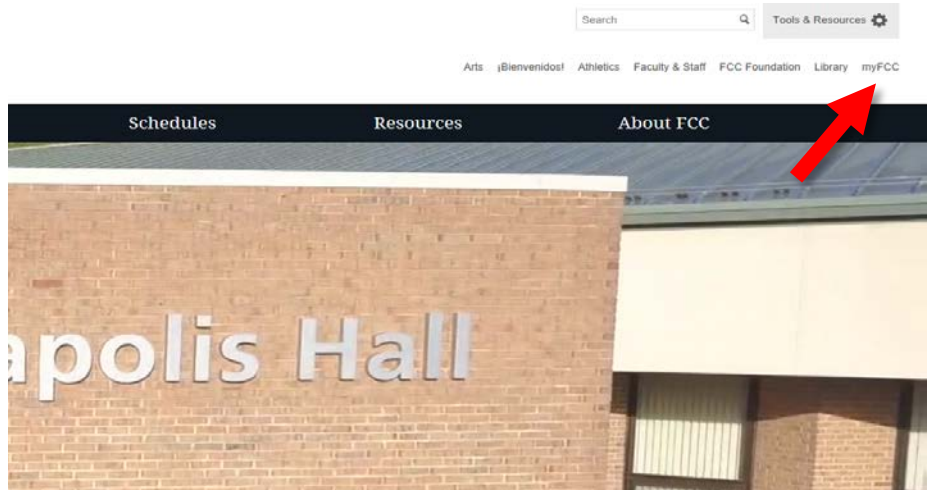


## Directions for Paying Tuition Online

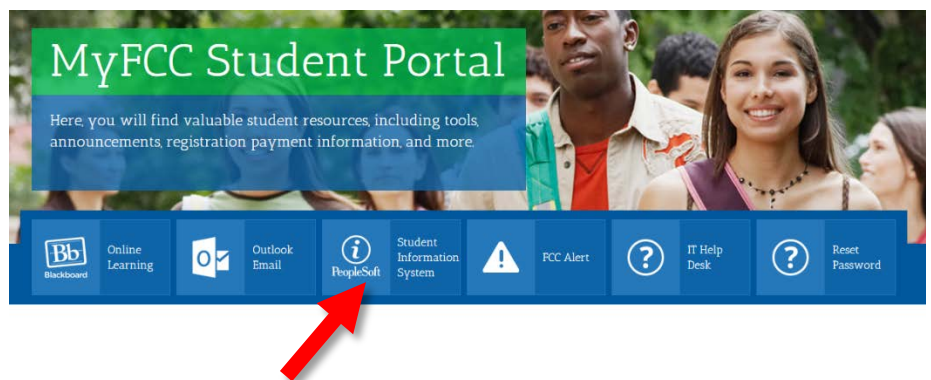
- Once a student is registered for a course and a schedule is created, an electronic invoice is automatically generated and sent to the student's FCC Outlook email account.
- Students who completed the online application to FCC should have received an admissions letter. The student ID number and email account information is included in the letter.
- If a student applied but did not receive a letter, 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](http://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.



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

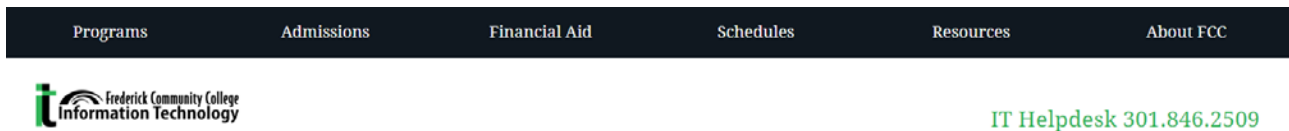
Password

[Sign In](#)

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 Gambrell Hall G-122.  
To Register for Continuing Education classes, [click here](#)  
Ready to enroll at FCC for the first time? [New and visiting student information.](#)

## Login information

- Your username is W + FCC Student ID (Example: W1234567)
- To obtain a password, click the [Click Here](#) link
- Click **Reset Password**
- Click Confirm your Identity [HERE](#)



## Password Self-Service System for Students and Employees

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

### Reset Password

[Start here](#) if you have not yet registered for Password Self-Service, are new to FCC, or if your password has expired or been forgotten.

1. Confirm your ID [HERE](#)
2. Go to Password Self-Service Section (below) and register to reset future passwords via text, mobile phone, or email.

- Fill out the all four required fields.
- Your Username is W + FCC Student ID (Example: W1234567)
- If your information is entered correctly and it gives you an error. Please call the **Student IT HelpDesk at 301.846.2509.**

To confirm your identity, please enter the following information. Your information will be used to locate and reset your user account.  
Be sure to complete the process, or your account will not be reset properly.

**Username\***

**Last Name\***

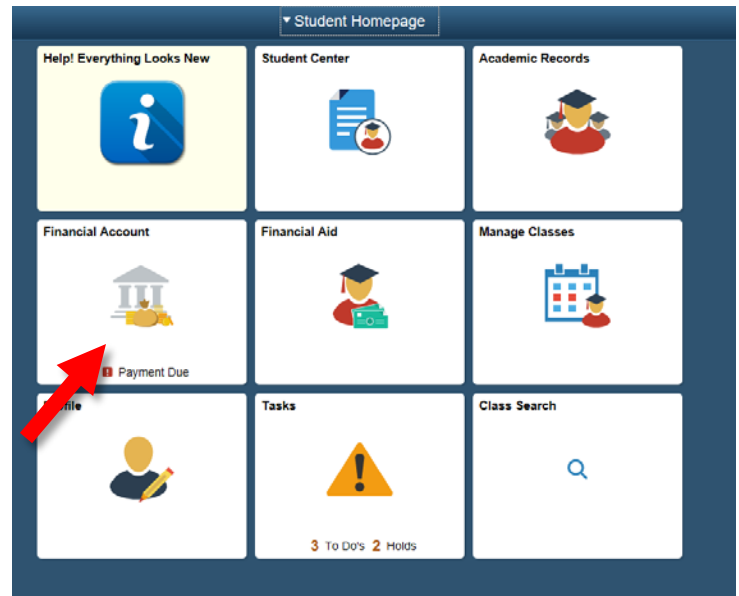
**Birthdate (MM/DD/YY)\***  
Birthdate

**Last four digits of your SSN\***

[Submit](#) [Clear](#) [Cancel](#)

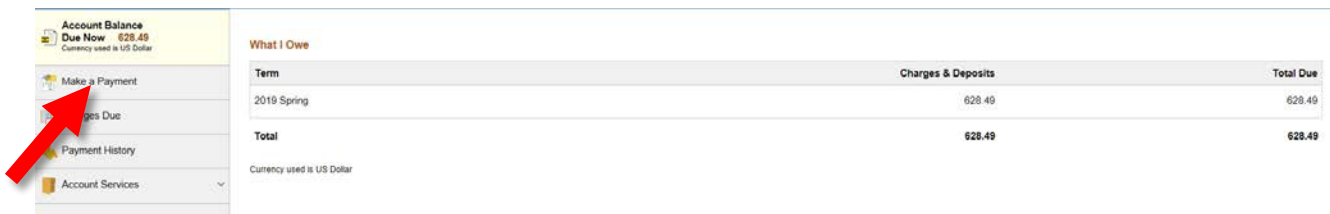
4. Go back to the PeopleSoft log in screen from the myFCC Student Portal and log in with your new password.

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



6. Your account balance will appear.

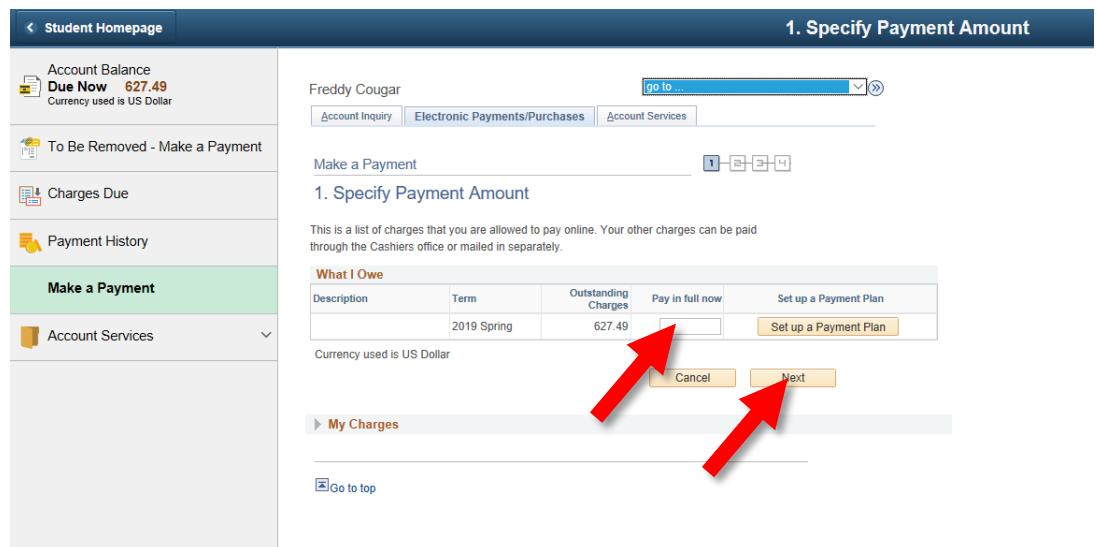
Click on **Make a Payment** to pay in full or set up a payment plan.



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.