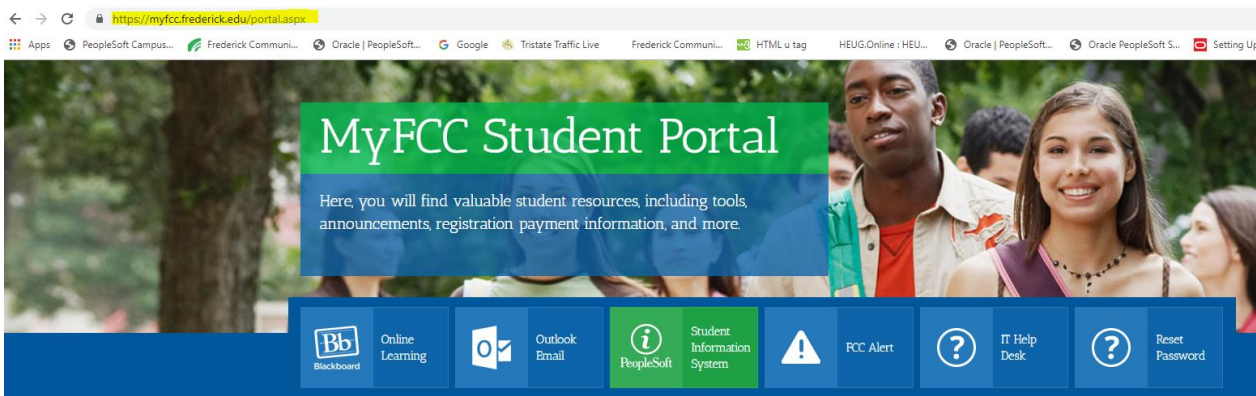


## Campus Solutions 9.2 for Students

Welcome to Campus Solutions 9.2, FCC's newest version of the PeopleSoft Student Information System. All the functions you're familiar with are still here, but with a fresh new look and feel that makes it easy to navigate through the database. In addition, the new Fluid User Interface is designed to work with mobile devices and adapts the layout for a better user experience. To get you started, this guide introduces the new navigation features you will use in CS9.2: Homepage, Banner, Tiles, and NavBar.

### Logging In

In the upper right-hand corner of the FCC website, click on myFCC to access the MyFCC Student Portal or use <https://myfcc.frederick.edu/portal.aspx> Click on the PeopleSoft (Student Information System) box and log in using your current Username and Password.



**IMPORTANT:** Prior to logging in for the first time, the browsers you use need to have their cache and cookies cleared. Click [here](#) for instructions on how to do this.

### Homepages

The new landing homepage is an example of a PeopleSoft Fluid page, a responsive user interface that makes it easy to use CS9.2 from a phone, tablet, laptop or desktop. The Student Homepage will allow you to navigate the system in an easy, familiar layout.

### Banner

A menu bar, known as the banner, is at the top of the homepage. The banner includes the name of the Homepage as well as the following menu buttons:



Home – click to return to your Homepage



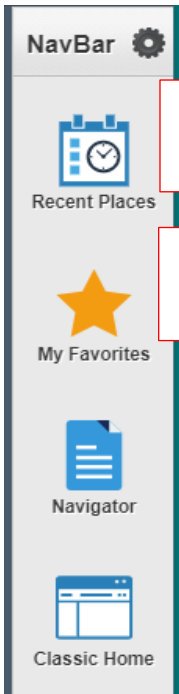
Search – do a global search to find a function



Action List – click to see a list of actions for the current window, including Sign Out



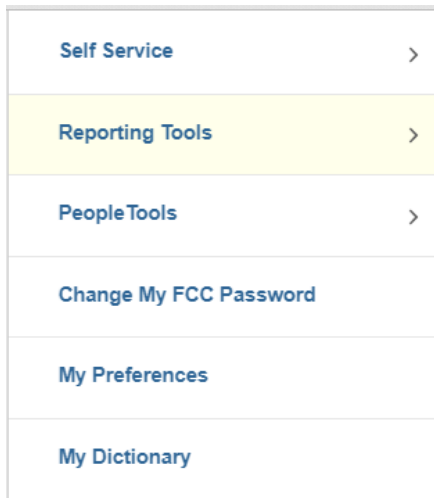
Navigation – the NavBar slides open from the side and is used along with Tiles to navigate



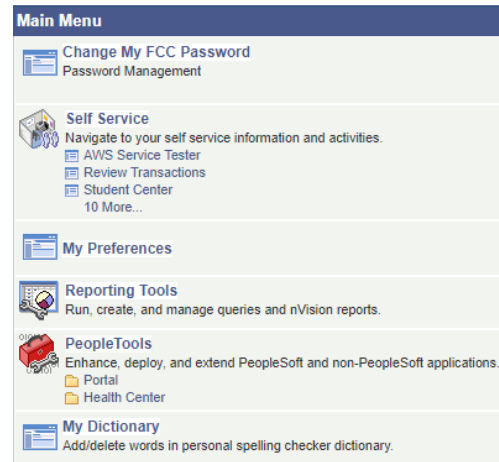
**Recent Places** will show you the last five pages you visited

**My Favorites** allows you to save your own list of favorite places in CS9.2

**Navigator** provides a fluid version of the classic menu



**Classic Home** will take you to the familiar left-hand Main Menu from PS 9.0

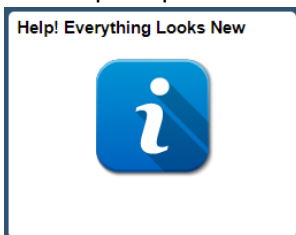


## Tiles

Clicking on a tile will display a navigation menu on the left side of the screen allowing you to access all the functions under that tile. Here's a quick overview of each tile on the Student Homepage:

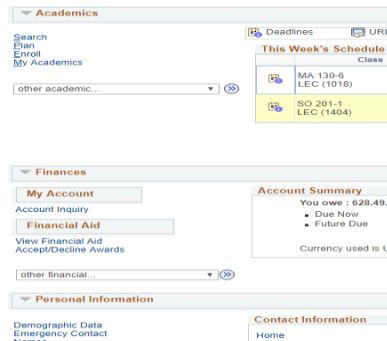
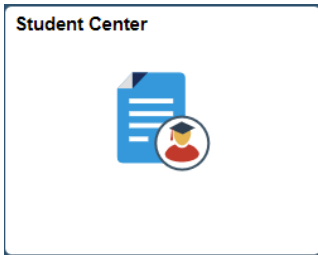
## Help

The Help tile provides access to the Navigation Guide to assist you through the transition to CS9.2.



## Student Center

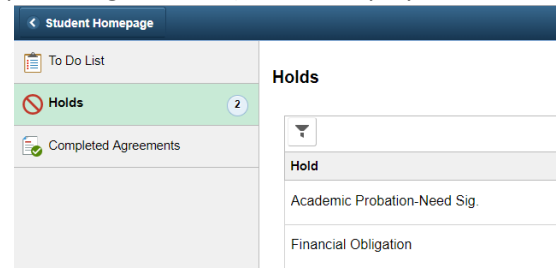
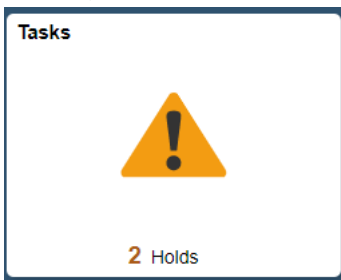
If you want to use Student Center the way you always have, access it from the Student Center tile. All the familiar student information is still available in the same format. Student Center is not mobile responsive (meaning, it will display but it won't size to your device). When accessing your information using a phone or tablet, you will want to use the new fluid tiles below whenever possible.



The [How to use your Student Center tutorial](#) (known on campus as the Purple Card) is still available ...just click on its link in the **FCC Sites** box on the right side of your Student Center.

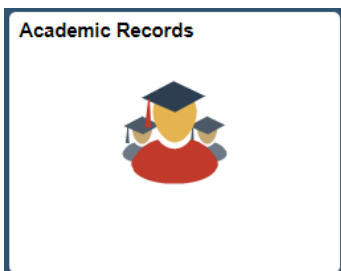
## Tasks

The Task tile is used to communicate information about your account such as an academic hold for registration or a financial hold due to non-payment. Financial Aid and other offices also use it to inform students of actions they need to complete. The Task tile displays on your Homepage even if you do not have tasks to do, but the menu items you see below (To Do List, Holds, Completed Agreements) do not display unless tasks have been assigned to you.

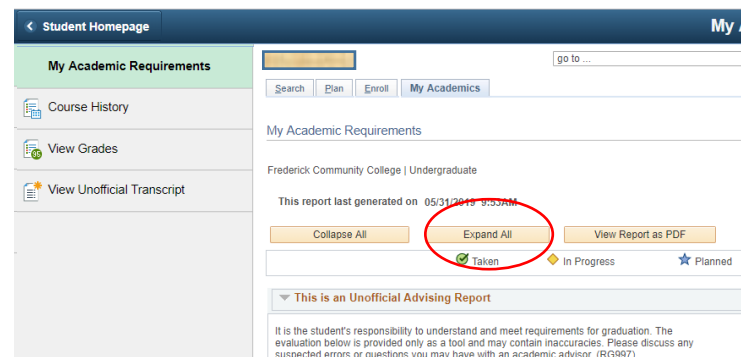


## Academic Records

The Academic Records tile gives you access to your course history, grades, and unofficial transcript. (Note: The Official Transcript Request is located under the [Student Center Tile](#) in the **Academics** section; just click on **My Academics**.)

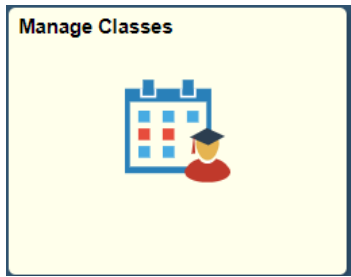


Academic Records opens on your **My Academic Requirements** page (*it can take a couple seconds to load*), which outlines courses needed in your major and tracks your progress towards completion. It includes a link to the major's website for curriculum information and a link to ARTSYS for course requirements at Maryland transfer colleges and universities. Simply click the **Expand All** button to get started.



## Manage Classes

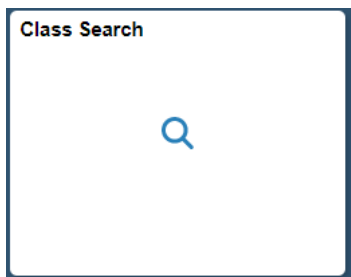
Use this tile to find and enroll into classes (start by clicking on Class Search and Enroll). In addition, you can view your current classes and weekly schedule.



The Manage Classes tile features a yellow background with a calendar icon and a graduation cap icon. To the right is a vertical menu with the following items: View My Classes, My Weekly Schedule, Shopping Cart, Class Search and Enroll, Drop Classes, Update Classes, Swap Classes, and Browse Course Catalog.

## Class Search

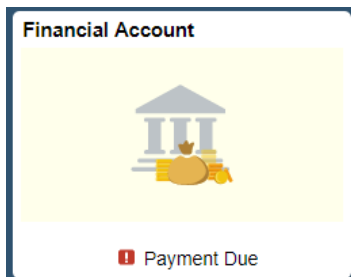
This tile houses the same Class Search function that is in the Manage Classes tile; it is on the Student Homepage as a separate tile to provide quick access when looking up classes. It is accessible from phones and tablets, but does not automatically resize the way other fluid tiles do. The fluid version of this tile will be available at a future date.



The Class Search tile is a white square with a magnifying glass icon. To the right is a screenshot of the Class Search interface, which includes a search bar, dropdown menus for Institution (Frederick Community College) and Term (2019 Summer), and a section for Class Search with fields for subject, course number, and course career.

## Financial Account

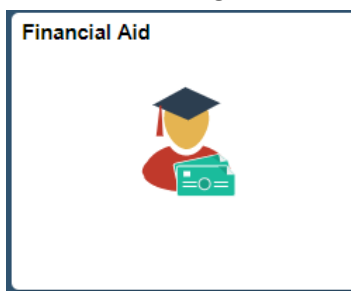
This tile shows any payments due along with payment history. It also includes other services such as enrolling into the payment plan or viewing tax statements such as the 1089-T.



The Financial Account tile has a yellow background with a building icon and a stack of coins icon. Below the icons is a red notification icon and the text "Payment Due". To the right is a vertical menu with the following items: Account Balance, Make a Payment, Payment History, Account Services, View 1098-T, and Enroll in Payment Plan.

## Financial Aid

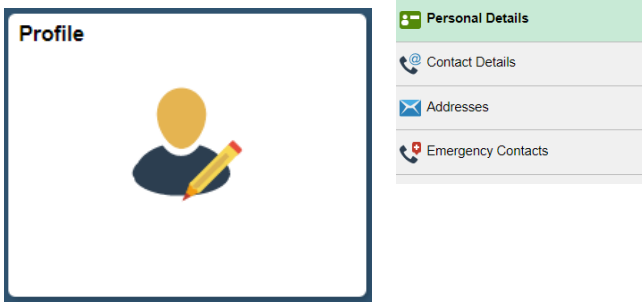
Students receiving Financial Aid can accept or decline their awards and review Financial Aid Summaries.



The Financial Aid tile features a white background with a graduation cap icon and a stack of money icon. To the right is a vertical menu with the following items: 2017-2018, Change, Awards, Summary, Accept/Decline, Disbursements, Outside Aid, Shopping Sheet, Financial Aid Summary, Need Summary, Cost of Attendance, and Expected Family Contribution.

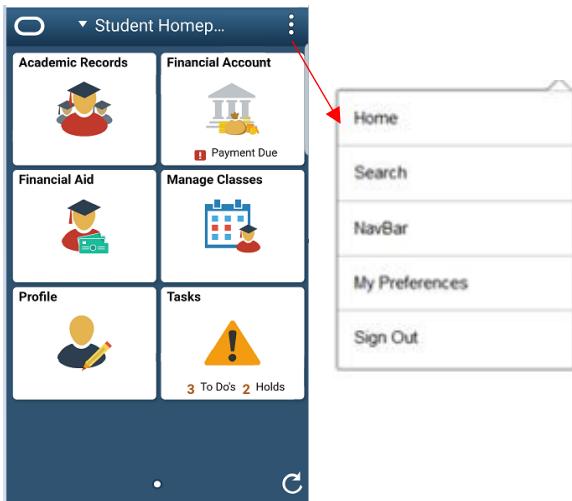
## Profile

Using this tile, students can view their personal information.



## Mobile Navigation

When using CS9.2 on a mobile device, the banner and its menu options reduce in size with the Action List remaining available. The tiles will also rearrange and size to your device, but you will have the same access.



## Homepage Selector

Some students have an additional role on campus (Work Study Student, staff, or faculty member). Each role has a different Homepage with tiles and navigation specific to the functions of that role. To navigate between Homepages, use the center drop-down menu on the banner, called the Homepage Selector. (Note: the Staff Homepage is delivered by Oracle as My Homepage.)

