Student Portal Training

From the FSC homepage (www.flsouthern.edu), scroll to the bottom of the page and click “For Current Students.” Then click “Portal” (Or go directly to https://portal.flsouthern.edu/ICS/.)

Enter your FSC ID number as your “User Name” and the password given to you either through admissions or by the Registrar’s Office.

After logging into the Portal click on the User icon (or your picture if you have uploaded one) in the top right-hand corner and choose ‘My Profile and Settings’. Here you can verify your account information and the email address you would prefer to use. (Please note: email address changes need to be submitted with the ‘To make changes to your Contact Information Click Here’ link. Changes are accepted manually and are processed M-F between 8 a.m. and 5 p.m.. Please do not be concerned if changes do not appear immediately.)
Use the Password & privacy tab to change your password to something easier for you to remember (but not too easy). Keep in mind that your Portal login is access to your academic record, including coursework, and your financial aid and student accounts.

You will also need to create a password hint in case you forget your password in the future. With a password hint the Portal can automatically reset your password. Without a password hint you will need to contact Rinker Technology Center in person or by calling (863) 616-6426 for help resetting your password.

Please take a moment to upload a photo of yourself. When a faculty member or other student views their course mates they will be able to identify you.
Quick Links on the left – click on the links to expand and view your information.

- “My Courses” – view your current courses, click on the courses to view course information including course info like syllabus, coursework, gradebook, course mates, etc. (Please note new incoming freshmen/transfers you will not see information under “My Courses” until after your schedule is created during summer advising.)
- “My Pages” – allows you to set up a page with the primary things you want to view regularly.
- “My Groups” – view groups you are a member of and the information associated with that group.

A lot of information is found on the “Students” tab (or for new incoming freshmen/transfers the “New Students” tab)

On this tab you can view your schedule, advisor, and major information. You can also access your Course History and Unofficial Transcripts. The GPA Projection will allow you to see how certain grades will affect your overall GPA. The Drop/Add function is available from this tab as well. (Note: new freshmen/transfers most of the features mentioned here will become available to you at the start of your first semester. Add/Drop will be available about ½ way through your first semester when registration opens.)
You can view and print your unofficial transcript. Please remember that this is unofficial and you will need to contact the Registrar’s Office if you need an official transcript. (Or visit their webpage at http://www.flsouthern.edu/campus-resources/registrar.aspx.)

By clicking the “Add/Drop Courses” link on the Student tab you can search for courses and add or drop courses during open registration until the add/drop period closes. (Check that you are searching the year and term you intend to. Additionally, note if any notifications are shown: such as the note shown here indicating that the student needs Registration Clearance and that the Add/Drop Period is currently closed for the year/term chosen.)

Students
The Financial Info tab on the left of the Student (or New Student) tab will allow you to view your Financial Aid awards and all transactions on your Student Account.

Payments to your account can be made by clicking the “Go to CASHNet” link.

Click on “My Account Balances” and the amount due for the account you want to see to view details of that account. Again, use the “Go to CASHNet” to make a payment online. The “Regular AR Lakeland” account would include basic tuition, fees, room and board charges and payments. “Misc. Charges” would include items like your parking permit, medications from the Student Health Center, Library fines and other miscellaneous charges.

By choosing “Regular AR Lakeland” account, you can view all transactions that have occurred on this account – charges, payments, and any Financial Aid that has been applied.
By choosing the “Financial Aid Awards” link under “Financial Info” on the left you can view any aid that has been awarded to you in a particular academic year (this will include awards that may not have been applied to your “Regular AR Lakeland” account referenced above.

Financial Aid Awards - Aid Awards List

Awards for: Geo frog student

No Financial Aid information available.

Key for Award Status:
A = Accepted
C = Cancelled
D = Declined
P = Pending

If you have questions, please contact the Financial Aid office at (863) 680-4140 or toll-free at 800-205-1600.

The “Travel” tab is where you apply for Study Abroad or Junior Journey. You can learn about these opportunities at the Student Travel webpage [http://www.flsouthern.edu/undergraduate/academics/study-abroad.aspx](http://www.flsouthern.edu/undergraduate/academics/study-abroad.aspx). Then when you are ready to apply for a trip visit the “Travel” tab to fill out your needed paperwork.

We hope you found this document helpful. If you need additional help with the Portal please visit the Rinker Technology Center and we will be happy to help you.