

CAMPUS PORTAL QUICK REFERENCE GUIDE: STUDENT PORTAL

CONTENTS

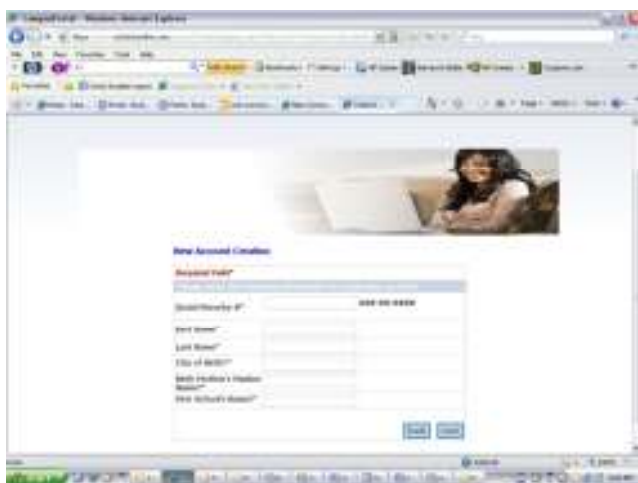
How to Set Up Your Portal Web Account	3
How to Personalize Your Homepage	4
How to ACCESS YOUR COURSES FROM THE PORTAL.....	4
How to View Holds Applied to Your Portal Account.....	4
How to View Web Alerts Sent to Your Portal	5
How to View Appointments Sent to Your Portal	5
How to View Your College Calendar	6
How to Access Faculty Contact Information.....	6
How to Use the GPA Calculator	7
How to View Your Degree Audit	7
How View Your Final Grades.....	8
How to Request a Change to Your Personal Contact Information.....	8
How to Request Adding Additional Addresses (Parent, Billing, etc.).....	9
How to Opt-In to Receive SMS Text Messages From Your College.....	9
How to View Your Ledger Card	10
How to View Your Student Payment Schedule	10
How to Make a Payment from the Portal	11
How to Print a Receipt	12
How to View Your Financial Aid Awards	13
How to Upload Your Resume	13
How to Access Learning Resources.....	14
How to Access Your Student Email	14

HOW TO SET UP YOUR PORTAL WEB ACCOUNT

1. From the Student Portal Login page <http://www.myfortisonline.com/>
Click on [Student Portal Homepage](#)
Click on **Create a New Account**.



2. Enter your Social Security Number, First Name, and Last Name – this information is required to create your Portal account, and is processed through a secure connection. Enter your City of Birth, Birth Mother's Maiden Name and First School's Name, which will be the answers to security questions in case you forget your password later. Select **Next**.



3. Confirm that your email address is correct, and click the **Yes** button below.



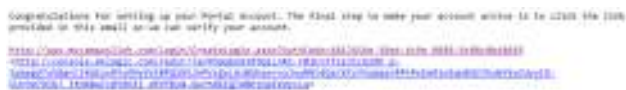
4. Make a note of your username, and enter your desired password, confirming that the spelling is correct, then click the **Submit** button below.



5. Once submitted, an email will be sent to your confirmed email address for you to authenticate your web account.



6. Click the link provided in the email to activate your account.



7. You may now sign into your account using your assigned username and chosen password.

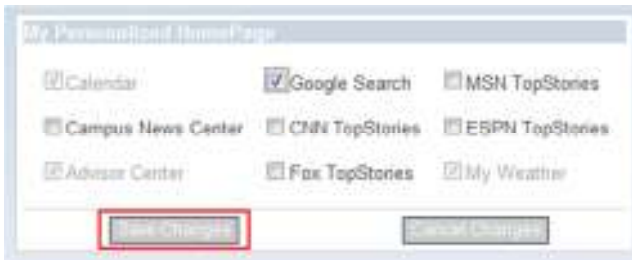


HOW TO PERSONALIZE YOUR HOMEPAGE

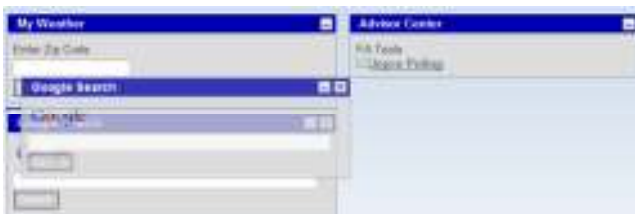
1. Once your Portal Account has been activated, you may customize your homepage by selecting the **Personalize** button in the upper right hand corner of the screen.



2. Select the My Personalized Homepage items by checking the box to the left of each item you want as part of your Portal homepage and then click **Save Changes**.



3. Now that the items you have selected are a part of your homepage you can click and hold on the blue header row and drag them to their desired column location. Make sure that you hold down your mouse button and move until you see the blue line confirmation appear.



HOW TO ACCESS YOUR COURSES FROM THE PORTAL

1. From any page, you can access www.fortisonline.com by clicking on

[» Go to Class](#)

from any page of the Portal. (You will have to log in as you normally do to access the Online Classroom).

HOW TO VIEW HOLDS APPLIED TO YOUR PORTAL ACCOUNT

A Hold is a restriction that has been applied to your Student Portal account.

2. You may view Holds that have been applied to your account by clicking on **Holds** on your blue **Student Information Bar** at the top of your screen. The number of Holds applied to your account is indicated by the number to the left of "Holds."

[2 Holds](#) [0 Alerts](#) [4 Appointments](#)

3. To view additional details about Holds applied to your account, select the link for any Holds on your Student Information Bar.

[2 Holds](#) [0 Alerts](#) [4 Appointments](#)

Holds

[General Hold](#)

[General Hold](#)

[View all holds](#)

4. Your **Message Center** will open, with additional details about any Holds applied to your account. You may also reach this page by selecting the **My Profile** menu, and the **Message Center** link.



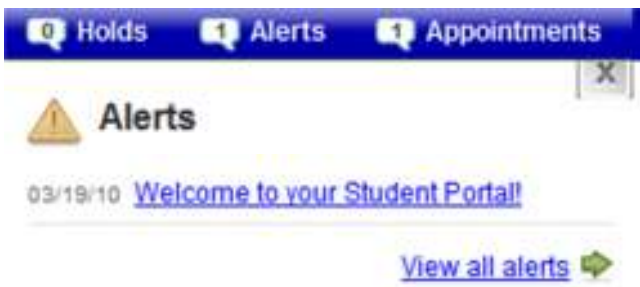
HOW TO VIEW WEB ALERTS SENT TO YOUR PORTAL

Web Alerts are messages sent from your college to your Student Portal.

1. You may view a list of current Web Alerts sent to your Portal by clicking on the **Alerts** section of your blue **Student Information Bar**. The number of Web Alerts sent to your Portal is indicated by the number to the left of "Alerts."



2. To view the text of a Web Alert, select the link for any Alerts from your Student Information Bar.



3. The **Alerts and Holds** Tab of your **Message Center** will open with a list of your current Web Alerts. You may also reach this page by selecting the **My Profile** menu, and the **Message Center** link.



4. Click on the subject line of a Web Alert to view the text of the Alert.



5. To remove the Alert from your current Alerts, select the **Acknowledge Alert** button.

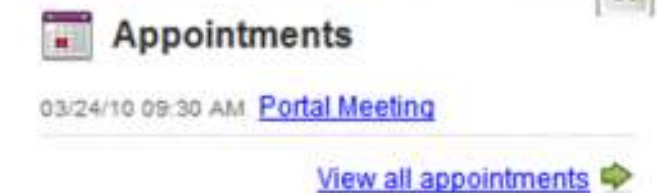


6. You may view a list of previous Alerts sent to your Portal by clicking on the **View My Previous Alerts** link.



HOW TO VIEW APPOINTMENTS SENT TO YOUR PORTAL

1. You may view a list of current Appointments and Events sent to your Portal by clicking on the **Appointments** section of your blue **Student Information Bar**. The number of Appointments and Events sent to your Portal is indicated by the number to the left of "Appointments."



2. To view details about an Appointment or Event, select the link for any Appointments from your Student Information Bar.



HOW TO USE THE GPA CALCULATOR

1. Select the **Academics** menu bar and then click on the **GPA Calculator** link.



2. When your schedule appears, choose your possible grades per course and then click the **Calculate GPA** button.



3. This will return your projected term grade point average as well as your projected cumulative grade point average.

Note: This does not have any effect on your student record and **NOTHING** is stored as a result of utilizing this tool.



HOW TO VIEW YOUR DEGREE AUDIT

1. Select the **Academics** menu bar and then click on the **Degree Audit** link.



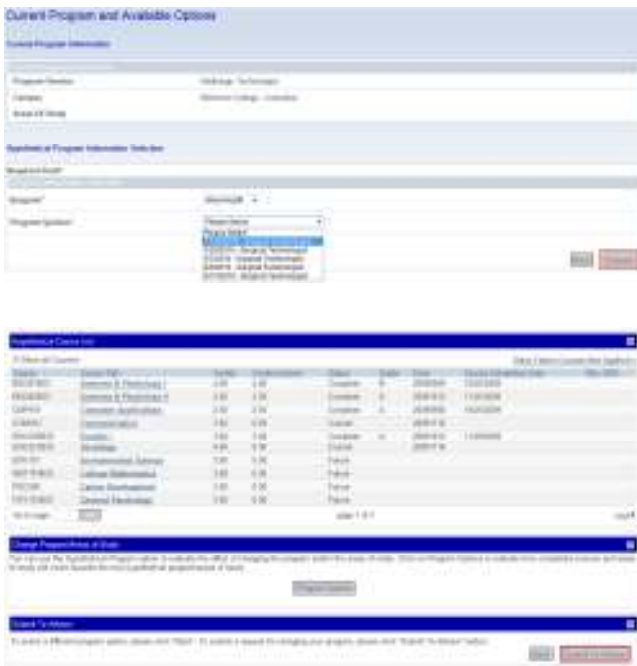
2. Notice you can print your **Unofficial Transcript** by clicking on the link available. Your Degree Progress Audit provides information about your enrollment, including your Start Date, Expected Graduation Date, Credits Earned/Required, and a full Required Course List for your program.



3. By scrolling to the bottom of your Degree Audit you can click the **Program Options** button to view programs that you may consider transferring into.



4. Select your desired **Program** and **Program Version** to see a comparison with your current program.



HOW VIEW YOUR FINAL GRADES

1. Select the **Academics** menu bar and then click on the **View Grades** link.



2. By selecting your **Enrollment** and **Term**, you may view your recorded Final Grades.



HOW TO REQUEST A CHANGE TO YOUR PERSONAL CONTACT INFORMATION

NOTE: Please make any changes to your personal information HERE and it will be updated for you in the Online Classroom (www.fortisonline.com).

1. Select the **My Profile** menu bar and then click on the **My Information** link.



2. Click the **Request Change** button.



3. Enter a message indicating what information needs to be changed and then click **Submit**. This information will be received by the campus registrar and your information will be updated in the college's database.



HOW TO REQUEST ADDING ADDITIONAL ADDRESSES (PARENT, BILLING, ETC.)

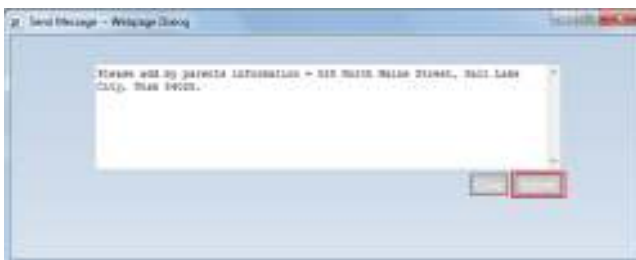
1. Select the **Additional Addresses** Tab.



2. Click the **Request New Address** button.



3. Enter your additional address information and click **Submit**. This information will be received by the school registrar and added to your student records.



HOW TO OPT-IN TO RECEIVE SMS TEXT MESSAGES FROM YOUR COLLEGE

As an online student, it is important that confirm our ability to send you text messages with important information and an alternative mode of communication. Please choose to “opt in” to receive text messages from the college from your Student Portal.

1. Select the **My Profile** menu, and the **My Information** link.
2. Click the **SMS** Tab.



3. Click on the **Edit** button.



4. You must first check the **Yes Enable SMS Messaging** checkbox. This will display the SMS Messaging Disclaimer which you must accept by clicking the **Accept** button on the right side of the screen.



5. Once you have Accepted the SMS Messaging Disclaimer, you must enter your **Mobile Phone Number** and **Mobile Provider** prior to clicking the **Save** button in the lower right hand corner.



6. Once saved you are now eligible to receive SMS Text Messages from your college.



HOW TO VIEW YOUR LEDGER CARD

Your Ledger Card includes each charge and payment that has been posted to your student account. Some programs charge tuition and fees differently than others – you may see that you are charged for part of your total tuition and fees at the beginning of each term, you may be charged based on the number of credits that you take in each term, or you may be charged for your total program once you start in school.

You can see your **Account Balance** directly below your name, start date, and enrollment from the **Account Information** page under the **My Finances** menu. Negative balances, indicating that payments posted to your account are larger than the charges posted to date, are shown in parentheses (see below).



You will see your balance change based on the timing of charges and payments (including Financial Aid Awards) that are posted to your account. If you have questions about when your payments are due for any Student Payment Plans that you have set up with your college's Financial Aid or Business Office, check the **Payment Schedule** tab of your **Account Information** page under the **My Finances** menu.

1. Select the **My Finances** menu bar and then click on the **Account Information** link.



2. Here, you will be able to view your Ledger Card, including each charge and payment posted to your student account at your college. You may click on the link for any payments to download a receipt in PDF form for that payment.

The screenshot shows the 'Account Information' page with a table of charges and payments. The table has columns for 'Date', 'Description', 'Debit', 'Credit', and 'Balance'. The 'Account Information' link is highlighted with a red box.

Date	Description	Debit	Credit	Balance
01/25/07	Tuition	100.00		100.00
01/25/07	Books	20.00		120.00
01/25/07	Room	10.00		130.00
01/25/07	Food	10.00		140.00
01/25/07	Transportation	10.00		150.00
01/25/07	Health Insurance	10.00		160.00
01/25/07	Student Activity Fee	10.00		170.00
01/25/07	Student Health Fee	10.00		180.00
01/25/07	Student Insurance Fee	10.00		190.00
01/25/07	Student Health Fee	10.00		200.00
01/25/07	Student Insurance Fee	10.00		210.00
01/25/07	Student Health Fee	10.00		220.00
01/25/07	Student Insurance Fee	10.00		230.00
01/25/07	Student Health Fee	10.00		240.00
01/25/07	Student Insurance Fee	10.00		250.00
01/25/07	Student Health Fee	10.00		260.00
01/25/07	Student Insurance Fee	10.00		270.00
01/25/07	Student Health Fee	10.00		280.00
01/25/07	Student Insurance Fee	10.00		290.00
01/25/07	Student Health Fee	10.00		300.00
01/25/07	Student Insurance Fee	10.00		310.00
01/25/07	Student Health Fee	10.00		320.00
01/25/07	Student Insurance Fee	10.00		330.00
01/25/07	Student Health Fee	10.00		340.00
01/25/07	Student Insurance Fee	10.00		350.00
01/25/07	Student Health Fee	10.00		360.00
01/25/07	Student Insurance Fee	10.00		370.00
01/25/07	Student Health Fee	10.00		380.00
01/25/07	Student Insurance Fee	10.00		390.00
01/25/07	Student Health Fee	10.00		400.00
01/25/07	Student Insurance Fee	10.00		410.00
01/25/07	Student Health Fee	10.00		420.00
01/25/07	Student Insurance Fee	10.00		430.00
01/25/07	Student Health Fee	10.00		440.00
01/25/07	Student Insurance Fee	10.00		450.00
01/25/07	Student Health Fee	10.00		460.00
01/25/07	Student Insurance Fee	10.00		470.00
01/25/07	Student Health Fee	10.00		480.00
01/25/07	Student Insurance Fee	10.00		490.00
01/25/07	Student Health Fee	10.00		500.00
01/25/07	Student Insurance Fee	10.00		510.00
01/25/07	Student Health Fee	10.00		520.00
01/25/07	Student Insurance Fee	10.00		530.00
01/25/07	Student Health Fee	10.00		540.00
01/25/07	Student Insurance Fee	10.00		550.00
01/25/07	Student Health Fee	10.00		560.00
01/25/07	Student Insurance Fee	10.00		570.00
01/25/07	Student Health Fee	10.00		580.00
01/25/07	Student Insurance Fee	10.00		590.00
01/25/07	Student Health Fee	10.00		600.00
01/25/07	Student Insurance Fee	10.00		610.00
01/25/07	Student Health Fee	10.00		620.00
01/25/07	Student Insurance Fee	10.00		630.00
01/25/07	Student Health Fee	10.00		640.00
01/25/07	Student Insurance Fee	10.00		650.00
01/25/07	Student Health Fee	10.00		660.00
01/25/07	Student Insurance Fee	10.00		670.00
01/25/07	Student Health Fee	10.00		680.00
01/25/07	Student Insurance Fee	10.00		690.00
01/25/07	Student Health Fee	10.00		700.00
01/25/07	Student Insurance Fee	10.00		710.00
01/25/07	Student Health Fee	10.00		720.00
01/25/07	Student Insurance Fee	10.00		730.00
01/25/07	Student Health Fee	10.00		740.00
01/25/07	Student Insurance Fee	10.00		750.00
01/25/07	Student Health Fee	10.00		760.00
01/25/07	Student Insurance Fee	10.00		770.00
01/25/07	Student Health Fee	10.00		780.00
01/25/07	Student Insurance Fee	10.00		790.00
01/25/07	Student Health Fee	10.00		800.00
01/25/07	Student Insurance Fee	10.00		810.00
01/25/07	Student Health Fee	10.00		820.00
01/25/07	Student Insurance Fee	10.00		830.00
01/25/07	Student Health Fee	10.00		840.00
01/25/07	Student Insurance Fee	10.00		850.00
01/25/07	Student Health Fee	10.00		860.00
01/25/07	Student Insurance Fee	10.00		870.00
01/25/07	Student Health Fee	10.00		880.00
01/25/07	Student Insurance Fee	10.00		890.00
01/25/07	Student Health Fee	10.00		900.00
01/25/07	Student Insurance Fee	10.00		910.00
01/25/07	Student Health Fee	10.00		920.00
01/25/07	Student Insurance Fee	10.00		930.00
01/25/07	Student Health Fee	10.00		940.00
01/25/07	Student Insurance Fee	10.00		950.00
01/25/07	Student Health Fee	10.00		960.00
01/25/07	Student Insurance Fee	10.00		970.00
01/25/07	Student Health Fee	10.00		980.00
01/25/07	Student Insurance Fee	10.00		990.00
01/25/07	Student Health Fee	10.00		1000.00

HOW TO VIEW YOUR STUDENT PAYMENT SCHEDULE

1. Select the **My Finances** menu bar and then click on the **Account Information** link.



2. Select the **Payment Schedule** Tab to view any student payment schedules that you have arranged with your college's Financial Aid department and Business Office. You will see a list of scheduled payments, including their Due

Date and Amount, in addition to a list of all past payments that you have made toward this payment schedule.

Payment ID	Payment Date	Payment Amount	Payment Method	Payment Status
1000000	10/01/11	100.00	ACH	Completed
1000001	10/01/11	100.00	ACH	Completed
1000002	10/01/11	100.00	ACH	Completed
1000003	10/01/11	100.00	ACH	Completed
1000004	10/01/11	100.00	ACH	Completed
1000005	10/01/11	100.00	ACH	Completed
1000006	10/01/11	100.00	ACH	Completed
1000007	10/01/11	100.00	ACH	Completed
1000008	10/01/11	100.00	ACH	Completed
1000009	10/01/11	100.00	ACH	Completed
1000010	10/01/11	100.00	ACH	Completed

HOW TO MAKE A PAYMENT FROM THE PORTAL

1. Select the **My Finances** menu bar and then click on the **Make Payment** tab.



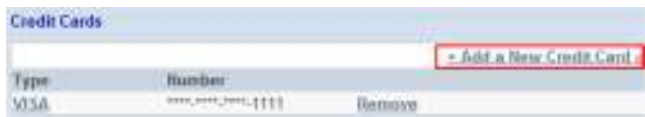
2. Review the **Payment Disclaimer**, check the "I accept the above payment agreement" checkbox, and click on the **Continue** button.



3. If you have made a credit card payment on the Student Portal before, and saved your credit card information for future payments, select your preferred credit card from the drop down menu. If not, select the **Add a Payment Method** link.



4. Click on **Add a New Credit Card**.



5. Complete all of the required fields and then click **Save** in the lower right hand corner.

Note: If you choose to save your credit card information for future payments, it will be stored securely in the VeriSign database.



6. Once saved, return to the **Make a Payment** tab. Enter the **Card Verification Number** and **Pay This Amount** fields and then click the **Pay** button in the lower right hand corner.



7. Once submitted, the system will request that you verify the payment amount before continuing: click the **Confirm Payment** button.



- The following warning will appear. Click the **OK** button ONE time to submit your payment.

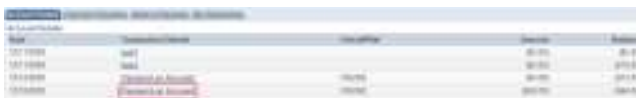


- The system will provide you with a receipt number, letting you know that the transaction was accomplished successfully.



HOW TO PRINT A RECEIPT

- Once successfully processed, this payment will show on your ledger card. Click the **Payment on Account** hyperlink to display your receipt.



- Select the **View PDF Receipt** link to display your receipt.



- Click on the **Open** button.



- Your receipt will open in PDF form.

Date:	12/18/2009	
School Name:	Bibb/Chick College - Columbus	School Phone: (601)882-2551
Student Name:	Tony Joe Cook	Business Name:
Enroll ID#:	252940540	Business SSN:
Student Address:	214 West St Delmore, ND 58031	Business Address:
Student Phone (H):	(701)119-1281	Business Phone (H):
Current Account Balance:	-44.00	
Fund Name:	SP - Student Payment	Acct/Yr/Iss: 2009 (1)
Enrollment Date:	Enrollment Amount:	Clerk Number:
12/18/2009	80.00	08-071-0144

Please note that if you have established recurring payments, you may not have access to the receipt in your ledger.

HOW TO VIEW YOUR FINANCIAL AID AWARDS

1. Select the **My Finances** menu bar and then click on the **Award Letters** link.



2. Click **View** to see your financial aid awards for the selected Academic Year.

Academic Year	Description	Status	View
1	8/1/2018 - 8/31/2018	Pending	View
2	8/1/2019 - 12/31/2019	Pending	View

3. Your Award Letter will be displayed with each award being in the E = Estimated, P = Pending or A = Approved status. If you have questions about your financial aid awards, please contact your college's Financial Aid Department.

Academic Year	Description	Status	View
1	8/1/2018 - 8/31/2018	Pending	View
2	8/1/2019 - 12/31/2019	Pending	View

HOW TO UPLOAD YOUR RESUME

You may upload a resume, and an additional document, including a cover letter or list of references, to the Student Portal.

1. Select the **My Career** menu bar and then click on the **My Resume** link.



2. Select the button next to either the **Resume** or **Add. Doc** (Additional Document such a references or cover letter) row, to indicate which type of document you will upload.

Upload	Type	File Name
<input type="radio"/>	Resume	Not Loaded
<input type="radio"/>	Add. Doc	Not Loaded

3. Select the **Browse** button. A window will open which will allow you to select the document that you want to upload.



4. Select your file, and click on the **Open** button.



5. Click on the **Upload** button to upload your file.



- You will see your document's name in the **File Name** column, the date and time that you uploaded the document will be in the **Upload Date** column, and the **Status** will change to "Portal Submitted."

Address	Type	File Name	Upload Date	Status
0	Screen	Screen (2)	4/17/2010 11:59:4	Portal Submitted
0	Web Site	Web Site		Portal Submitted



HOW TO ACCESS LEARNING RESOURCES

- Select the **Learning Resource Center** menu bar and then click on the **LRC Link**.



- This link will allow you to navigate through your college's web based email client.

- Access to the Library and Information Resources Network as available through your Online Classroom.



HOW TO ACCESS YOUR STUDENT EMAIL

- Select the **Learning Resource Center** menu bar and then click on the **Student Email** link.