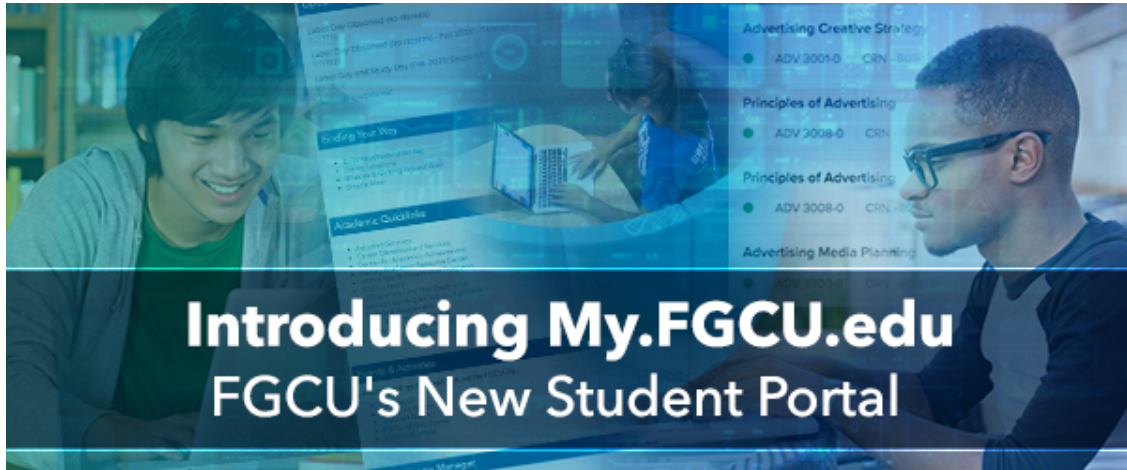




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### Getting Started:

Please read each section and follow the steps as you are guided through the initial setup.

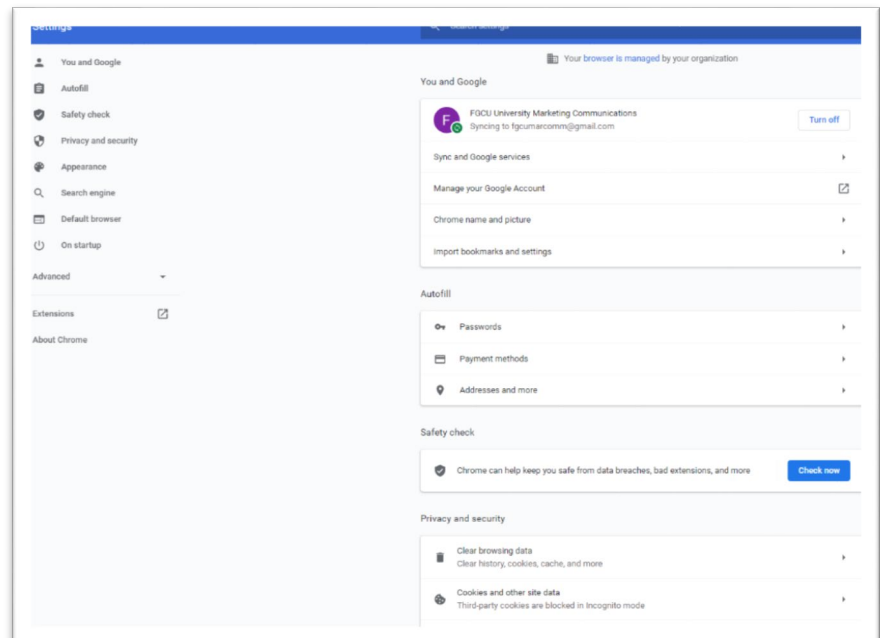
**If you need technical assistance, use this form:**

<https://fgcumarcomm.formstack.com/forms/myfgcusupportform>

**\*\*IMPORTANT:** Prior to visiting the my.fgcu.edu portal we recommend allowing pop-ups for <https://my.fgcu.edu> to enable some of the special features. The main use of pop-ups in the portal is to establish the link necessary between student record systems such as Canvas or EagleMail.

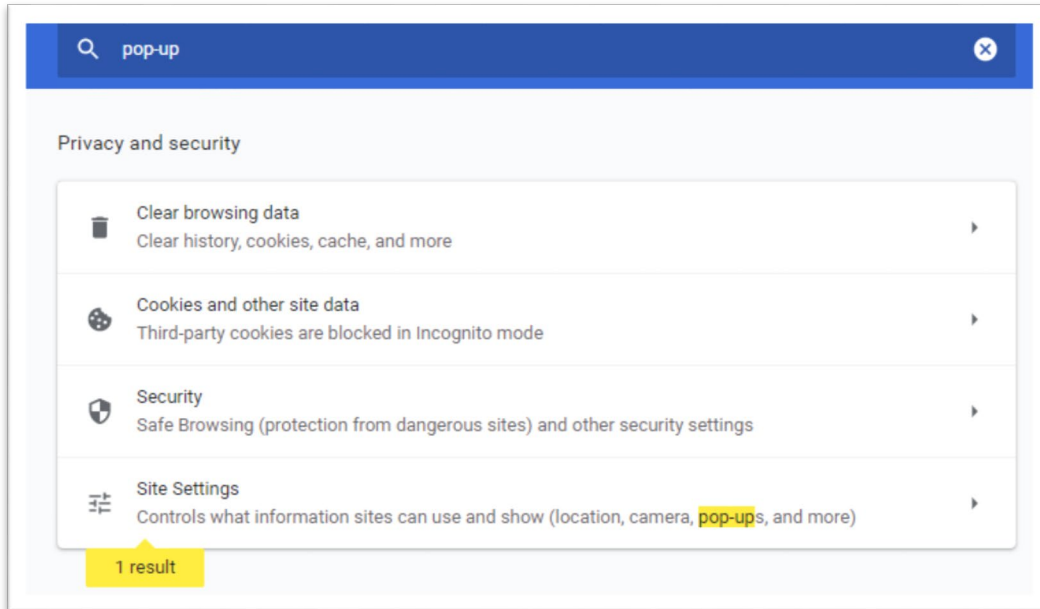
### How to add the portal to Chrome's allowed sites list:

1. Select the *Settings* item from Chrome's option menu in the upper right of the window:

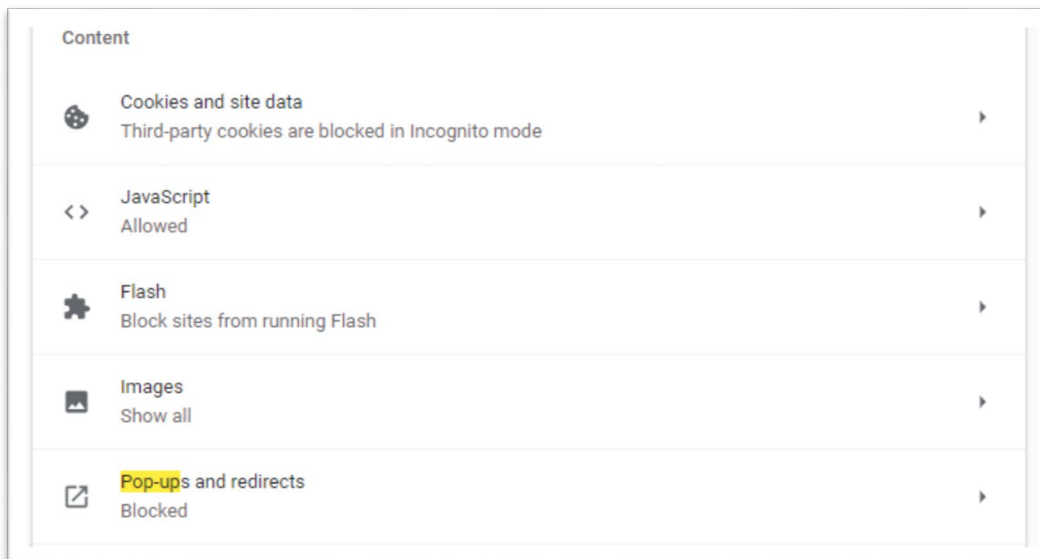


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2. Enter in '**pop-up**' menu in the settings search bar at the top of the page, and select the Site Settings option at the bottom of the returned list:



3. Scroll down through the list until you find the *Pop-ups and redirects* option and select it.



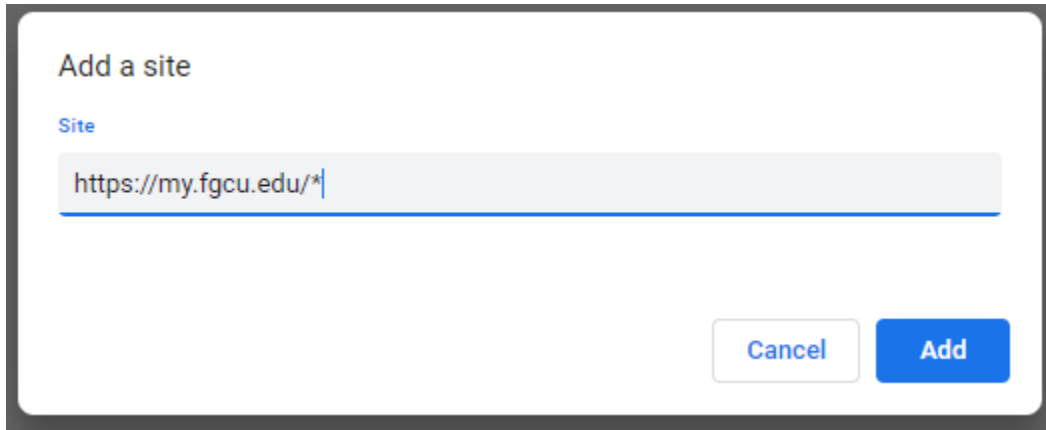


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4. Click the *Add* button for the allow section.



5. Enter the url for the portal <https://my.fgcu.edu/> into this field provided and click the *Add* button.

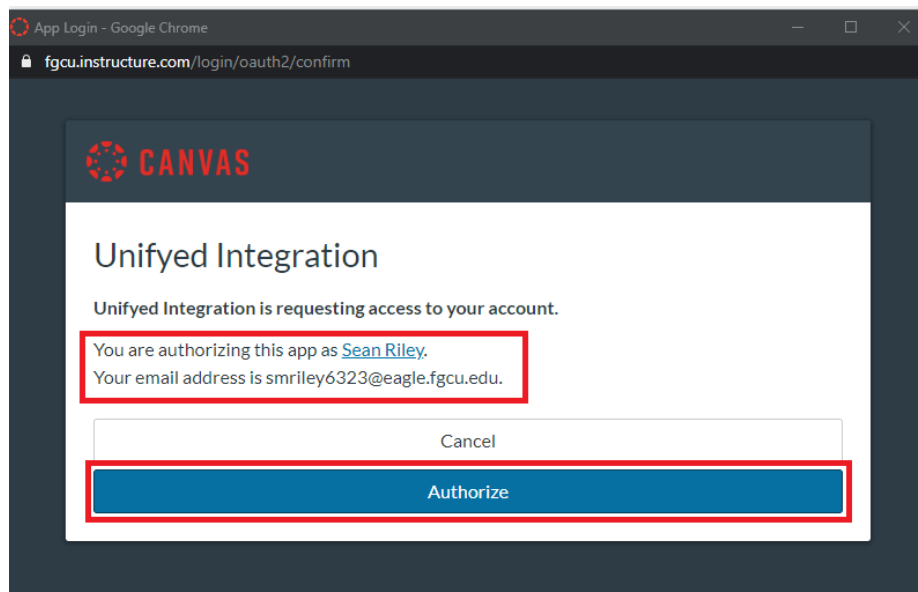


Now you are ready to visit the portal ready to link to your student profile.

### Canvas account linking:

When entering the portal for the first time you will be prompted to link you Canvas account to the portal.

1. When prompted, verify the information in the prompt is accurate to your account. Then click the *Authorize* button. This is the prompt: You're In! You should now see the interest/group subscription selection screen.

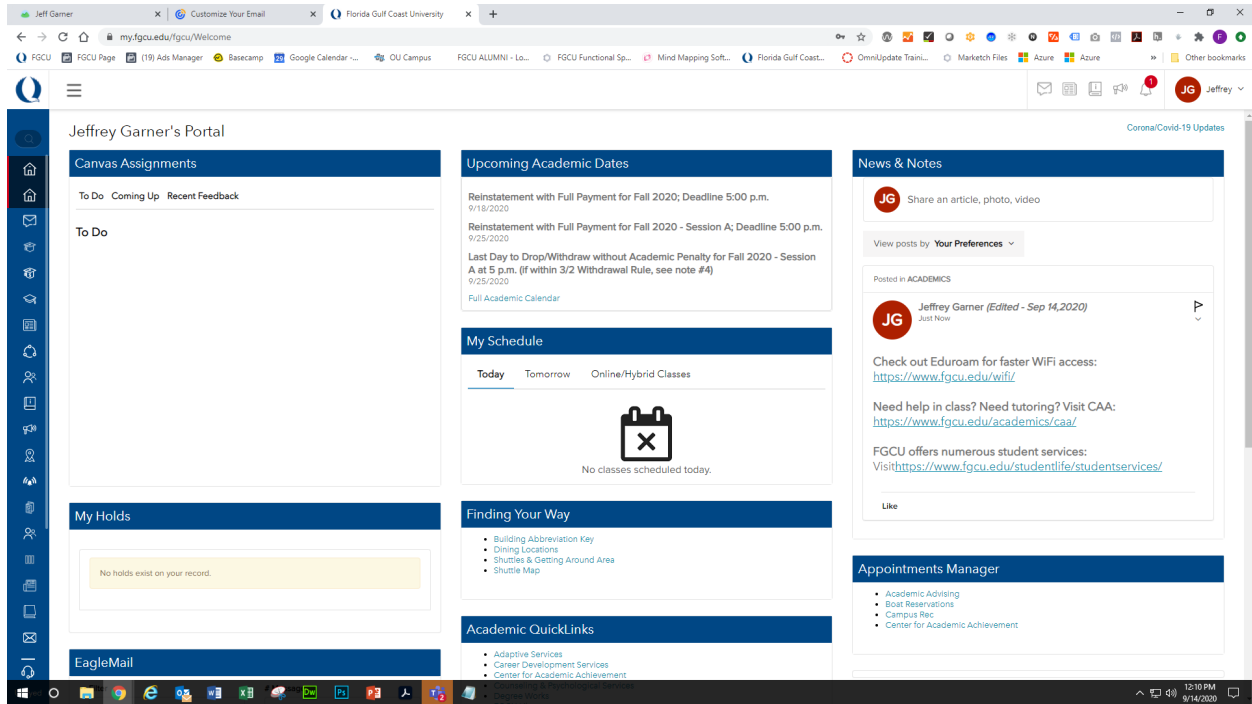




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### Main Welcome Page Overview:

This will be the landing page you see when you log into the portal. This page contains the key information that has been communicated as crucial for everyday student life.



### Portal Group Activity Subscriptions:

Upon entering the portal for the first time you will be prompted to select your Announcement/Interests subscriptions. These selections will populate the Announcement widget and set you up to receive notifications or emails in relation to your selections. You can change these subscriptions at any time from your profile available from your personal drop down in the upper right corner of the portal interface.

#### My Interests

	Follow
ACADEMICS	<input checked="" type="checkbox"/>
ATHLETICS	<input checked="" type="checkbox"/>
CLUBS	<input checked="" type="checkbox"/>
DINING	<input checked="" type="checkbox"/>
EMERGENCY	<input checked="" type="checkbox"/>
EVENTS	<input checked="" type="checkbox"/>
GIVING	<input checked="" type="checkbox"/>
HEALTH	<input checked="" type="checkbox"/>
JOBS	<input checked="" type="checkbox"/>
NEWS	<input checked="" type="checkbox"/>
RESEARCH	<input checked="" type="checkbox"/>