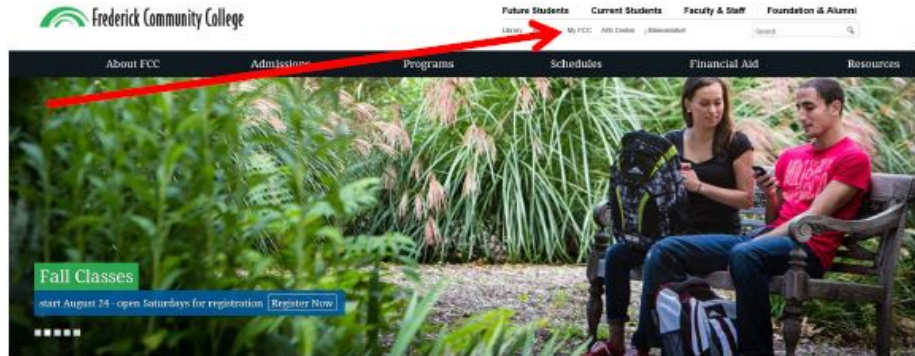


High School based Dual Enrollment Directions for Paying Tuition Online

For school based dual enrollment students, the high schools work directly with FCC to register students. 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 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 the Admissions Office (301-624-2716). Payment directions are below. Contact the Bursar's office with questions about payments (301-846-2456).

1. Go to www.frederick.edu
Click on myFCC



2. Click on PeopleSoft icon



3. Click the link to reset your password: <http://password.frederick.edu>



Welcome to PeopleSoft Campus Solutions. This online system allows you to register for classes, view grades, unofficial academic transcripts, class schedules, update personal information and accept financial aid awards.

Payment for Fall will be due August 18th by 4:30pm

To Reset your Password go to <https://password.frederick.edu>

If you need assistance please call x3333 or visit G-122 if you need assistance.

PeopleSoft Login

Username (Students should use W+ 7-digit Student ID)

Password

Login

[Forgot your Password?](#)

To request email assistance, [click here](#)

To Register for Continuing Education classes, [click here](#)

4. Click the **Forgot your password?** link to reset password.

FCC Password Portal

By logging into this page, I am agreeing to comply with FCC's Technology Use policy. For your security, please log out and exit your web browser when you finish your session.

Username

Current Password

Login

Clear

Cancel

Forgot your Password?

Your new password must be at least 12 characters long and contain uppercase and lowercase characters. It must also contain at least one number or non-alphabetic character.

5. Fill out all required fields then click **Submit**.

Forgot your Password?

By logging into this page, I am agreeing to comply with FCC's Technology Use policy. For your security, please log out and exit your web browser when you finish your session.

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

6. Create a password following the guidelines provided and click **Change Password**.

Change Password

By logging into this page, I am agreeing to comply with FCC's Technology Use policy. For your security, please log out and exit your web browser when you finish your session.

Your password has expired. You must set a new password now.

Please change your password. Keep your new password secure. After you type your new password, click the Change Password button. If you must write it down, be sure to keep it in a safe place. Your new password must meet the following requirements:

- Password is case sensitive.
- Must be at least 12 characters long.
- Must not include any of the following values: password test
- Must not include part of your name or username.
- Must not include a common word or commonly used sequence of characters.
- Must have at least three types of the following characters:
 - Uppercase (A-Z)
 - Lowercase (a-z)
 - Number (0-9)
 - Symbol (!, #, \$, etc.)

» [Password Guide](#)

» [Auto-generate a new password](#)

Please type your new password

New Password

Confirm Password

Change Password

Clear

7. Go back to PeopleSoft login screen and log in with new password: <http://cs.frederick.edu>

This is an example of the Student Center. This shows the courses in which you are enrolled and the tuition payment required. Be sure the course(s) information is correct.

If the course information is NOT correct, contact your high school counselor to update the information.

The screenshot shows a student's dashboard with the following sections:

- Academics:** Includes a 'This week's schedule' table with columns for 'Class' and 'Schedule'. A red arrow points to the 'Class' column.
- Financials:** Includes 'My Account' and 'Account Summary' sections. The 'Account Summary' shows 'Charges' of 196.08 and 'Estimated Financial Aid' of 0.00, resulting in a 'Net Total' of 196.08.
- Personal Information:** Includes a note about financial aid disbursement: 'Once your Financial Aid is disbursed, please allow up to 10 business days for your refund to be processed.'
- Right-hand navigation:** Includes 'SEARCH FOR CLASSES', 'Holds', 'To Do List', 'Enrollment Dates', 'Adviser', 'Program Advisor', 'FCC Sites', and 'Advising'.

If all course information is correct, enter the payment information.

When paying through the student center, you must pay the full amount.

If you need to request other payment arrangements, contact FCC (301-846-2456).

Jane Doe go to ...

Account Inquiry Electronic Payments/Purchases Account Services

Make a Payment

1. Specify Payment Amount

Listed below are the charges you are allowed to pay online. Your other charges can be paid through the Cashiers office or mailed in separately.

Description	Term	Outstanding Charges	Payment Amount
	2015 Spring	196.08	196.08

Currency used is US Dollar.

CANCEL NEXT

Complete the information required, confirm payment and submit.

Jane Doe go to ...

Account Inquiry Electronic Payments/Purchases Account Services

Make a Payment

2. Specify Payment Details

You may specify your payment amount after providing your account information.

Credit Card Details

Enter the information requested exactly as it appears on your credit card.

First Name: John
Last Name: Doe
Credit Card Type: Visa
Card Number: 11111111111111111111
Expiration Date: 01 / 2016
Security Code: 123

The billing address you specify must match your credit card company's records.

Phone: 123-111-1111
Email Address: Example@example.com
Country: United States
Address: 123 Main St, Frederick, MD 21702

CANCEL PREVIOUS NEXT

Jane Doe go to ...

Account Inquiry Electronic Payments/Purchases Account Services

Make a Payment

3. Confirm Payment

If the information below is accurate, click the Submit button.

Payment Summary

Payment Amount: 196.08
Currency used is US Dollar

First Name: John
Last Name: Doe
Credit Card Type: Visa
Card Number: XXXXXXXXXXXX1111
Card Expiration Month: 01 / 2016
Telephone: 123/111-1111
Email Address: Example@example.com
Country: United States
Address: 123 Main St, Frederick, MD 21702

CANCEL PREVIOUS SUBMIT

Once you payment has been submitted, you will receive a confirmation email that is sent to your FCC student email account.

