<table>
<thead>
<tr>
<th>Check</th>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>What is your FM student ID number?</td>
<td>My student ID is:</td>
</tr>
</tbody>
</table>
| ☐     | How do I access Self Service (MyFM Student Portal)? | • Go to FM home page ([http://fmcc.edu](http://fmcc.edu))  
• Click MyFM tab at top right of the screen  
• Click Log IN  
• Enter username and password into FM Single Sign-On |
| ☐     | How do I find my schedule? | • Log into MyFM Student Portal (see above).  
• Click tab labeled Classes.  
• Click link labeled Schedule. |
| ☐     | How can I check my Balance on my tuition bill? | • Log into MyFM Student Portal (see above).  
• Click tab labeled Finances.  
• Use link labeled Balance. |
| ☐     | How do I check my Financial Aid disclosure documents? | • Log into MyFM Student Portal (see above).  
• Click link labeled MyAid.  
• Log into MyAid using instructions on main page. |
| ☐     | How do I schedule an appointment with an advisor? | • Log into MyFM Student Portal (see above).  
• Click the link labeled MyAppointment.  
• Log into AdvisorTrac with your FM credentials.  
• Search for an available appointment with an advisor. |
| ☐     | How do I access my online courses in the BlackBoard Learning Management System? | • Go to FM Home page.  
• Click tab at top of page labeled BlackBoard.  
• Log into BlackBoard with your FM Supplied credentials. |
| ☐     | How do I access student email? | • Log into MyFM Student Portal (see above). OR  
• Go to [http://gmail.fmcc.edu](http://gmail.fmcc.edu)  
• Choose student from the drop down box.  
• Enter FM credentials.  
• Agree to all usage guidelines.  
• View Gmail inbox. |
| ☐     | What do I do if I forgot my FM password? | • Go to the registrar’s office. (in the Administration Building)  
• Present any requested proof of identification. |
| ☐     | How do I update my password? | • Log into MyFM Student Portal (see above).  
• Click the link labeled Password Reset Tool. |
| ☐     | What do I do if I lose my student ID? | • Report lost ID’s at the Public Safety Office in the PE Building. A charge may be applicable. |
| ☐     | Who do I see if I have concerns regarding sexual harassment or assault? | • Any trusted college employee, Public Safety or Jean Karutis, Title IX Director. She is located in C-115A |