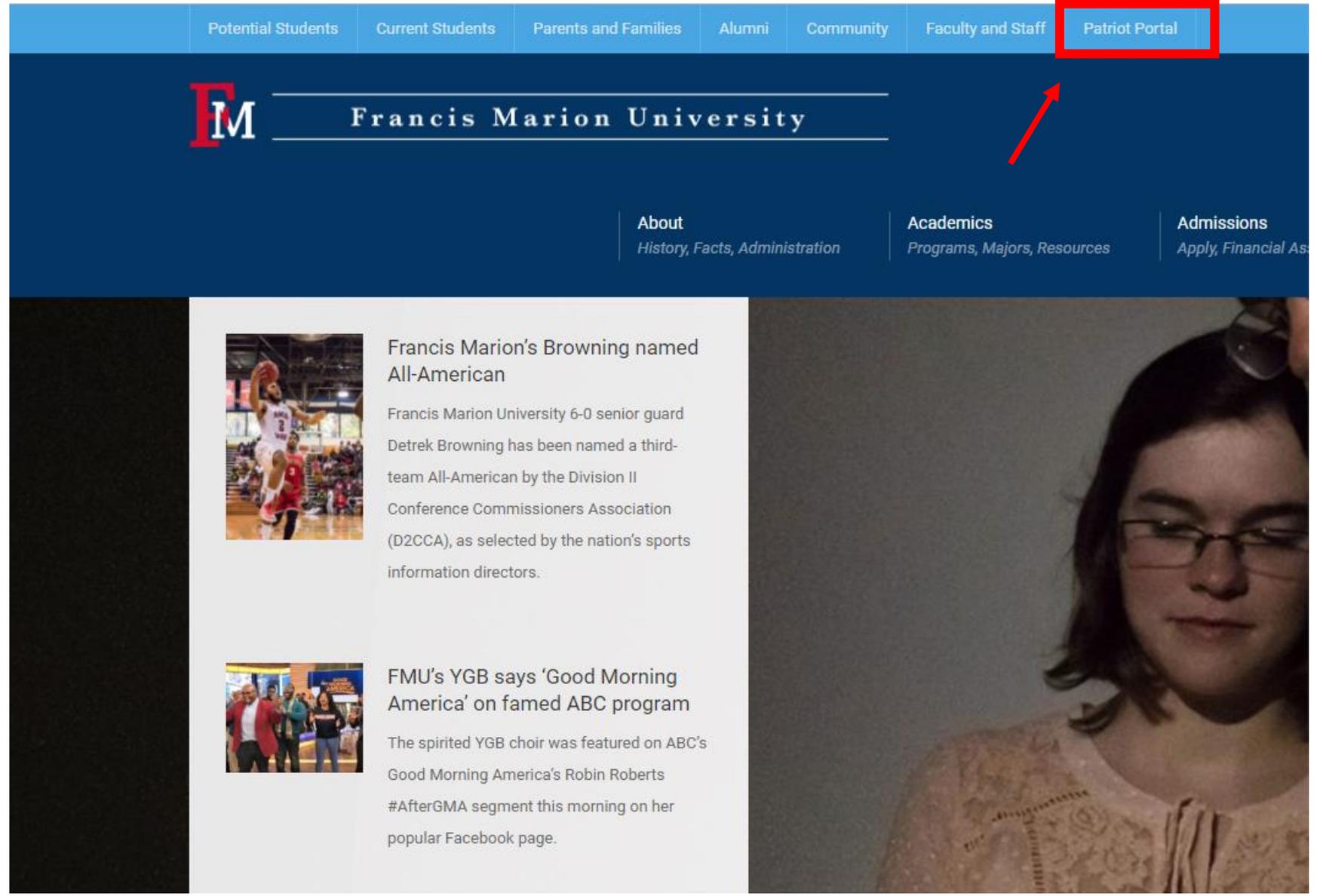




Registration Tutorial

for Faculty & Staff

To navigate to the Portal, click on “Patriot Portal” at the top of the page on the FMU Homepage (fmarion.edu).



Click on
“Employee” to
login to your
employee account.

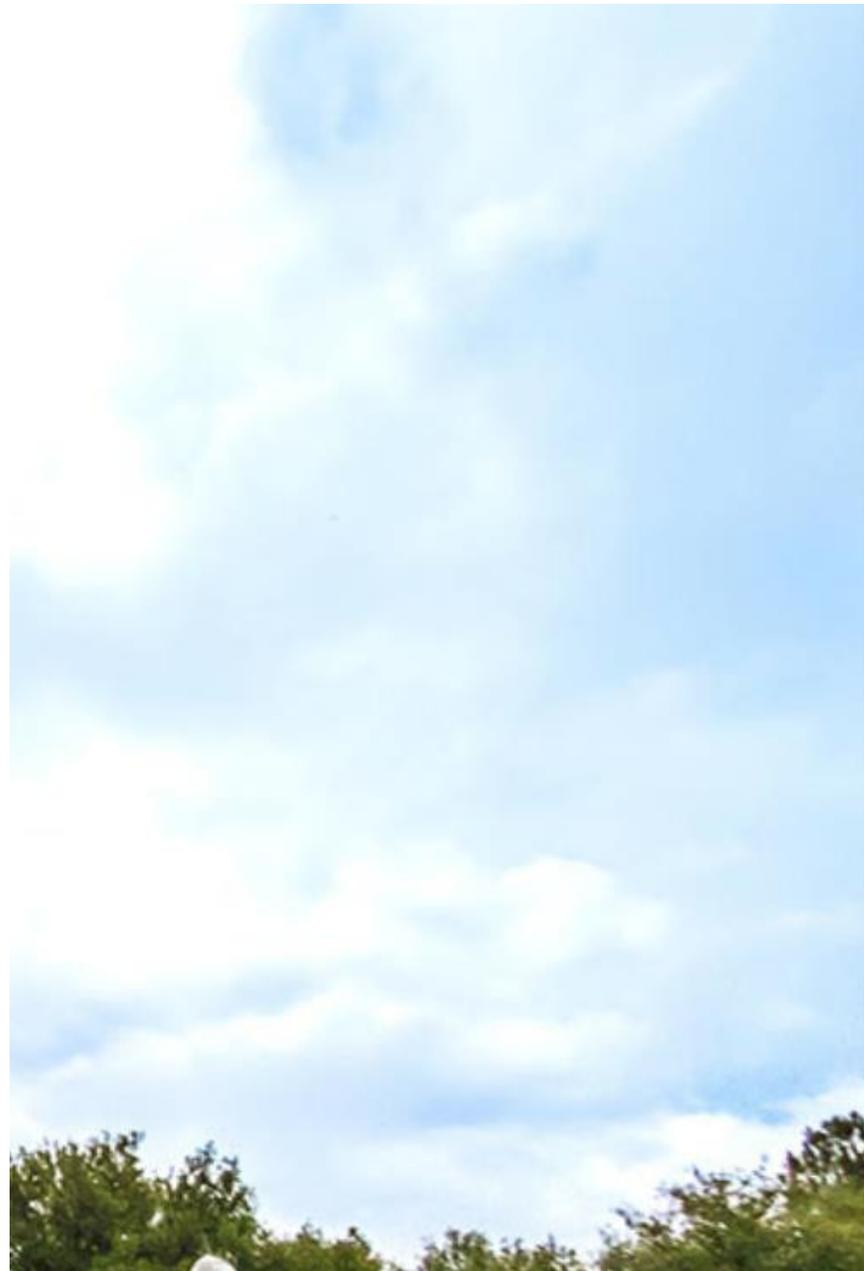


 Francis Marion University

Sign in with one of these accounts



Enter the
username and
password used to
access your FMU
email account.



Sign in with your organizational account

Sign in

Welcome to the Francis Marion **Employee Portal**. Use your FMU log-in credentials to enter the Patriot Portal. ***Remember to SIGN OUT and CLOSE YOUR BROWSER when you are done with the portal to ensure all of your Colleague sessions are closed.***



After logging into the Portal, click on “WEBADVISOR FOR ADVISORS” under the Swampfox Services dropdown menu. Next, click on “Advisor Information.”

The screenshot displays the FMU Patriot Portal interface. At the top, there is a blue header with the FMU logo and the text "PATRIOT PORTAL" followed by several white stars. Below the header, a "MENU" icon is visible. The main content area is titled "FMU Portal > Employees" and "Home". A row of five red circular icons represents various services: COLLEAGUE UI (computer monitor), BLACKBOARD (pencil), DIRECTORY (person icon), CALENDAR (calendar), and EMAIL (envelope). Below this is a "Swampfox Services" dropdown menu. The menu is expanded, showing "WEBADVISOR FOR EMPLOYEES" and "WEBADVISOR FOR ADVISORS". The "WEBADVISOR FOR ADVISORS" option is highlighted in blue. Underneath it, there are two sub-options: "User Account" and "Advisor Information". A red arrow points to the "Advisor Information" option, which is also enclosed in a red rectangular box. At the bottom of the page, there are three sections: "News" with a dropdown arrow, "Need to Know" with a date "JUN 19" and time "10:55", and "Coming Up" with an announcement "Example of an announcement SP Setup".

Under Advisor Information, click on “Academic Planning.”

FMU PATRIOT PORTAL ★ ★ ★ ★ ★ ★ ★ ★ ★ ★

MENU

FMU Portal > Employees

Home

COLLEAGUE UI BLACKBOARD DIRECTORY CALENDAR EMAIL

Swampfox Services

< WEBADVISOR FOR ADVISORS

Advisor Information

My To Do List

Academic Planning

News

▼ CAMPUS NEWS

- Francis Marion's Browning named All-American a day ago
- Francis Marion's Ramey to participate in prestigious higher education panel 2 days ago
- FMU's YGB says 'Good Morning America' on famed ABC program 3 days ago

Need to Know

Coming Up

JUN Example of an announcement
SP Setup

19

10:55 AM

Manage Announcements ▼

The names of your assigned advisees will populate in the highlighted area or you can type in a name in the search bar (last name, first name).

Click on the name of your advisee to register them for courses.

Francis Marion University

Daily Work > Advising > Advising Overview

Who would you like to work with?
Find a student by searching or selecting below.

Name or ID: Filter: Student Advisor

No Assigned Advisees, Please Try Searching

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Francis Marion University

Daily Work > Advising > Advising Overview

Who would you like to work with?
Find a student by searching or selecting below.

Name or ID: Filter: Student Advisor

	Robin Moore		Undecided	Last advising date: 3/21/2018
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**Robin Moore**

Student ID: [REDACTED]

Program(s): Undecided

✉ rmooredummy@fmarion.edu

Advisement Complete

Last advised on 3/21/2018 by Warters, T. A.

Review Complete

Course Plan last reviewed on 3/21/2018 by Warters, T. A.

[Course Plan](#) [Timeline](#) [Progress](#) [Course Catalog](#) [Notes](#) [Plan Archive](#) [Test Scores](#) [Unofficial Transcript](#) [Grades](#)

< > Fall 2018 - +

 Student's registration period for Fall 2018 begins on 3/28/2018 at 12:00 AM

Refresh

Planned: 0 Credits Enrolled: 0 Credits Waitlisted: 0 Credits



No Courses Selected For This Term

If the student has not already created a proposed plan then the screen will look like the above example. The next screen shows what it looks like when a student has already created a plan for your approval.



Robin Moore

Student ID: [REDACTED]

Program(s): Undecided

✉ rmooredummy@fmarion.edu

Last advise

Course Plan last reviewe

- Course Plan
- Timeline
- Progress
- Course Catalog
- Notes
- Plan Archive
- Test Scores
- Unofficial Transcript
- Grades

< > **Fall 2018** - +

Remove Planned Co

i Student's registration period for Fall 2018 begins on 3/28/2018 at 12:00 AM

Planned: 13 Credits Enrolled: 0 Cr

List Calendar

Approve Deny Protect Unprotect

Select	Approval	Course	Credits	Instructor	Time	Location
<input type="checkbox"/>		BIOL-103-1: Environmental Biology	4	Malakauskas, D Pike, L	MWF 11:30 AM - 12:20 PM 8/20/2018 - 12/11/2018 T 12:45 PM - 3:35 PM 8/20/2018 - 12/11/2018	MCNAIR SCIENCE BUILDING, 11 Lecture LEATHERMAN SCIENCE FACILITY, L201 Lab
<input type="checkbox"/>		FNCH-101-2: Elem French I	3	TBD	MWF 1:30 PM - 2:20 PM 8/20/2018 - 12/11/2018	FOUNDERS HALL, 216B Lecture
<input type="checkbox"/>		MUSI 101 3: Intro to Music	3	Hunter, P	TTh 9:55 AM - 11:10 AM 8/20/2018 - 12/11/2018	FINE ARTS CENTER, 122 Lecture

There are two options
available to faculty members
when registering students...

OPTION 1: If a student has not submitted a plan, the faculty member can register the student.

Advisee Details Search for courses...

[Back to Advisees](#)



Robin Moore
Student ID [REDACTED]
Program(s): Undecided
✉ rmooredummy@fmarion.edu

Begin by searching for courses in the “Course Catalog” tab.

Advisement Complete

Last advised on 3/21/2018 by Warters, T. A.

Review Complete

Course Plan last reviewed on 3/21/2018 by Warters, T. A.

Course Plan | Timeline | Progress | **Course Catalog** | Notes | Plan Archive | Test Scores | Unofficial Transcript | Grades

< > Fall 2018 - +

i Student's registration period for Fall 2018 begins on 3/28/2018 at 12:00 AM Refresh

Planned: 0 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

! No Courses Selected For This Term

First click on your subject.

To narrow your search click on the appropriate term.

 **Robin Moore**
Student ID: [REDACTED]
Program(s): Undecided
[✉ rmooredummy@fmarion.edu](mailto:rmooredummy@fmarion.edu)

Course Plan | Timeline | Progress | **Course Catalog** | Notes | Plan Archive | Test Scores | Unofficial Transcript | Grades

[← Back To Course Catalog](#)

Filter Results

Filters Applied: Fall 2018 x

Filter Results

- › AVAILABILITY
- › **SUBJECTS**
- ▼ LOCATIONS
- ▼ TERMS
 - ✓ **Fall 2018 (448)**
- ▼ DAYS OF WEEK
 - Monday (198)
 - Tuesday (220)
 - Wednesday (207)
 - Thursday (212)
 - Friday (160)
- ▼ TIME OF DAY
 - Select time range...

AAAS-200 Intr Afric American Stud (3 Credits)
Introductory survey course which provides an overview of the field of African American Studies from an interdisciplinary perspective.
Requisites: None
[View Available Sections for AAAS-200](#)

ACTG-201 Financial Accounting (3 Credits)
The conceptual approach to financial accounting. The income statement, retained earnings statement, balance sheet, and cash flow statement underlying assumptions, theories, and concepts, as well as a thorough understanding of the basic accounting equation.
Requisites: None
Offered: Fall, Spring, Summer

Click on available sections.

POLI-103 Intro to Pol Science (3 Credits)
Introductory study of the normative origins of government, structure and function of different political systems, relations between

Requisites: None

[View Available Sections for POLI-103](#)

To add a section, click on “Add Section to Schedule.”

[Intro to Pol Science 2](#) [Add Section to Schedule](#)

Seats	Times	Locations	Instructors
32	M/W/F 1:30 PM - 2:20 PM 8/20/2018 - 12/11/2018	FOUNDERS HALL 140A Lecture	Daniel, W

Follow the same procedure to add additional courses as necessary.

To finalize the schedule, first go back to the course plan. Next, click “Review Complete” to create a time-stamped archival record of the classes you have approved. Finally, click “Register Now.”

The screenshot shows a user interface for a student named Robin Moore. The user's profile information is visible at the top left, including their name, student ID (redacted), program status (Undecided), and email address (rmooredummy@fmarion.edu). A red arrow labeled '1' points to the 'Course Plan' tab in the navigation menu. In the top right corner, there is a section for 'Advisement Complete' with a button labeled 'Review Complete' highlighted by a red box and a red arrow labeled '2'. Below this, it states 'Last advised on 3/21/2018 by Wartars, T. A.' and 'Course Plan last reviewed on 3/21/2018 by Wartars, T. A.'. The main content area shows the 'Fall 2018' semester with navigation arrows and buttons for 'Remove Planned Courses' and 'Register Now' (highlighted by a red box and a red arrow labeled '3'). A 'Refresh' button is also present. A light blue banner at the bottom of the main content area contains an information icon and the text: 'Student's registration period for Fall 2018 begins on 3/28/2018 at 12:00 AM'.

Congratulations, your student is now registered!

OPTION 2:

If a student has submitted a plan, the faculty member can (a) review the proposed schedule and then release the student to register themselves. Remember to always archive by clicking “Review Complete” before clicking “Advisement Complete.”



Robin Moore

Student ID: [REDACTED]

Program(s): Undecided

✉ rmooredummy@fmarion.edu

2



Advisement Complete

Last advised on 3/21/2018 by Warters, T. A.

1



Review Complete

Course Plan last reviewed on 3/21/2018 by Warters, T. A.

- Course Plan
- Timeline
- Progress
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< > Fall 2018 - +

Remove Planned Courses Register Now

i Student's registration period for Fall 2018 begins on 3/28/2018 at 12:00 AM Refresh

(b) review the proposed schedule and then register the student for the courses as demonstrated below.



Robin Moore

Student ID: [REDACTED]

Program(s): Undecided

✉ rmooredummy@fmarion.edu

Advisement Complete

Last advised on 3/21/2018 by Warters, T. A.

1 →

Review Complete

Course Plan last reviewed on 3/21/2018 by Warters, T. A.

Course Plan | Timeline | Progress | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript | Grades

< > Fall 2018 - +

Remove Planned Courses

Register Now



Student's registration period for Fall 2018 begins on 3/28/2018 at 12:00 AM

2 →

Refresh

CONGRATULATIONS!

Your student is now
registered for classes.

Remember to logout once you are done with your session.