Technology

How is the username and password determined?

Your username and password is first sent in a letter from the Office of Admissions. If the letter has not been received yet, you may login using your social security number in place of the username. On the first login, the four digit password or pin number will be the month and day of your birth. For example, if your birthday is May 6, the password/pin will be 0506.

Where is email accessed?

Email can be accessed here.

Can the email password be reset?

Instructions on how to reset the email password can be found here.

Does FMU have wireless internet available on campus?

Yes, FMU has wireless internet available on campus.

General

Who do veterans contact?

The VA representative at FMU is Erica Buffkin. Contact her at 843-661-1172 or ebuffkin@fmarion.edu.

Student Accounts

Swampfox Mail

All incoming students have a <u>Swampfox Mail</u> account, also known as Google mail. This account is the official email address for students and is the only email address used for official correspondence. The username is the combination of the first initial, the complete last name, and the last four digits of your ID number. There are no spaces or punctuation marks. The initial password for the email account is the combination of the word fmarion and the four digits of your month and date of birth.

> Example: Student Jane Smith-Jones has student ID number 000054321. Jane's birthday is September 3. Her Swampfox mail username is jsmithjones4321. The initial password is fmarion0903.

Swampfox Web

<u>Swampfox Web</u> is your portal into administrative and financial functions such as reviewing your course schedule, viewing grades, or viewing FMU account activity. All students have a Swampfox Web account. The username is the complete student ID number including the leading zeros. The password is a four digit PIN. The PIN is initially set to your month and date of birth. Upon first login, you must change the initial PIN.

> Example: Jane Smith-Jones' Swampfox Web username is 000054321. The initial PIN is 0903. After she logs on the first time, the system requires Jane to create a new four digit PIN of her own, replacing the initial one.

After you are accepted to the University and have registered for one or more courses, a student domain account is provided. This account gives you access to all the Campus Technology resources, such as the wireless network and other self-service utilities. The username is consistent with the Swampfox mail username – first initial, full last name and last four digits of the student ID number with no spaces or punctuation. The initial password to the student domain account are the letters "fmu" followed by the last five digits of the Social Security Number. For international students, it is the letters "fmu" followed by the last five digits of the Substitute Student Number beginning with 903 and issued by Admissions.

> Example 1: Jane Smith-Jones is a US citizen with FMU student ID number 000054321 and Social Security Number 123-45-6789. Her student domain username is jsmithjones4321 and the initial password is fmu56789.

> Example 2: John Doe is an international student with FMU ID number 000012345 and Substitute Student number 903192834. His student domain username is jdoe2345 and the initial password is fmu92834.

One of the most utilized resources the student domain account provides is access to the FMU wireless network. If a computer running Windows is used, the computer must be registered. To register a Windows computer, follow the procedure described <u>here</u>.

Blackboard Account

Once a student has been accepted, registered for one or more courses, and all tuition and fees are paid, a Blackboard account is created and all course enrollments are automatically added to the Blackboard "My Courses" module. The Blackboard username is the same as the Swampfox mail and student domain usernames (first initial, full last name, and last four digits of student ID number). There are no initial passwords created for Blackboard access. Instead, password creation is completely self-service. This requires you to have a working Swampfox email account.

Blackboard Password

To create a Blackboard password, go to the Blackboard account login screen. Click on the "Forgot your Password?" link. Complete only Part 1 of the form, entering the first name, last name, and username, and then click the "Submit" button. An email from Blackboard is generated and sent to the Swampfox mail account. Go to the Swampfox mail account, open the message and follow the directions. Complete the process on the "Change Password" form by entering the password of choice twice on the form and click "Submit." Sign on to Blackboard using the username and the new password to access courses.

After you have successfully accessed all new accounts (Google mail, Swampfox Web, student domain and Blackboard), you should enroll in the password reset self service utility. This can be found here.

The purpose of this utility is to have the ability to manage accounts in place before it is needed. Once enrolled, this utility may be used to reset the student domain account password. It will also link with the Swampfox mail account and change that password. It does NOT change the Swampfox Web or Blackboard passwords.

Swampfox Alerts

Swampfox Alerts have been adopted by Francis Marion University in order to quickly notify students as well as faculty and staff via SMS text messaging and email in the event of an imminent campus emergency. Although this system is optional, all students, faculty, and staff are encouraged to register.

By registering, you will automatically be sent critical alerts, notifying you of incidents of a threatening nature. You may also opt-in for other types of alerts such as campus closings.