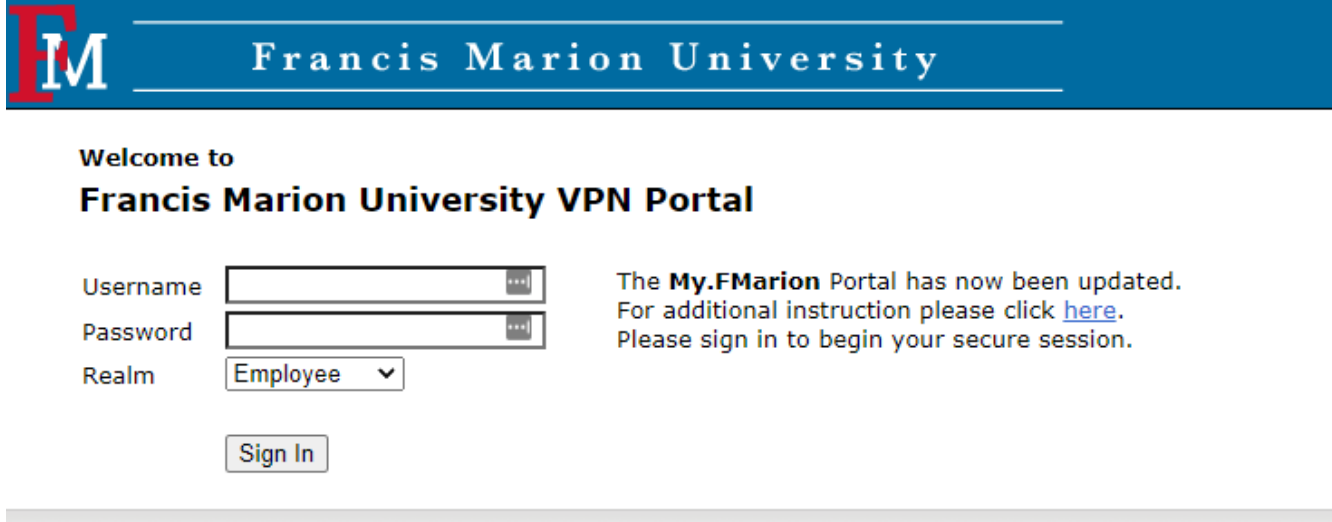# FRANCIS MARION UNIVERSITY

Campus Technology

10.11.2021

Campus Technology Portal User Instructions

The instructions below will guide FMU users how to sign into their Campus Technology Portal (my.fmarion.edu) off campus, access their network drives, or connect to Colleague. The setup process will show users how to download, install, and configure their authentication app. There are also instructions on how to access the Campus Technology Portal from an iPhone.
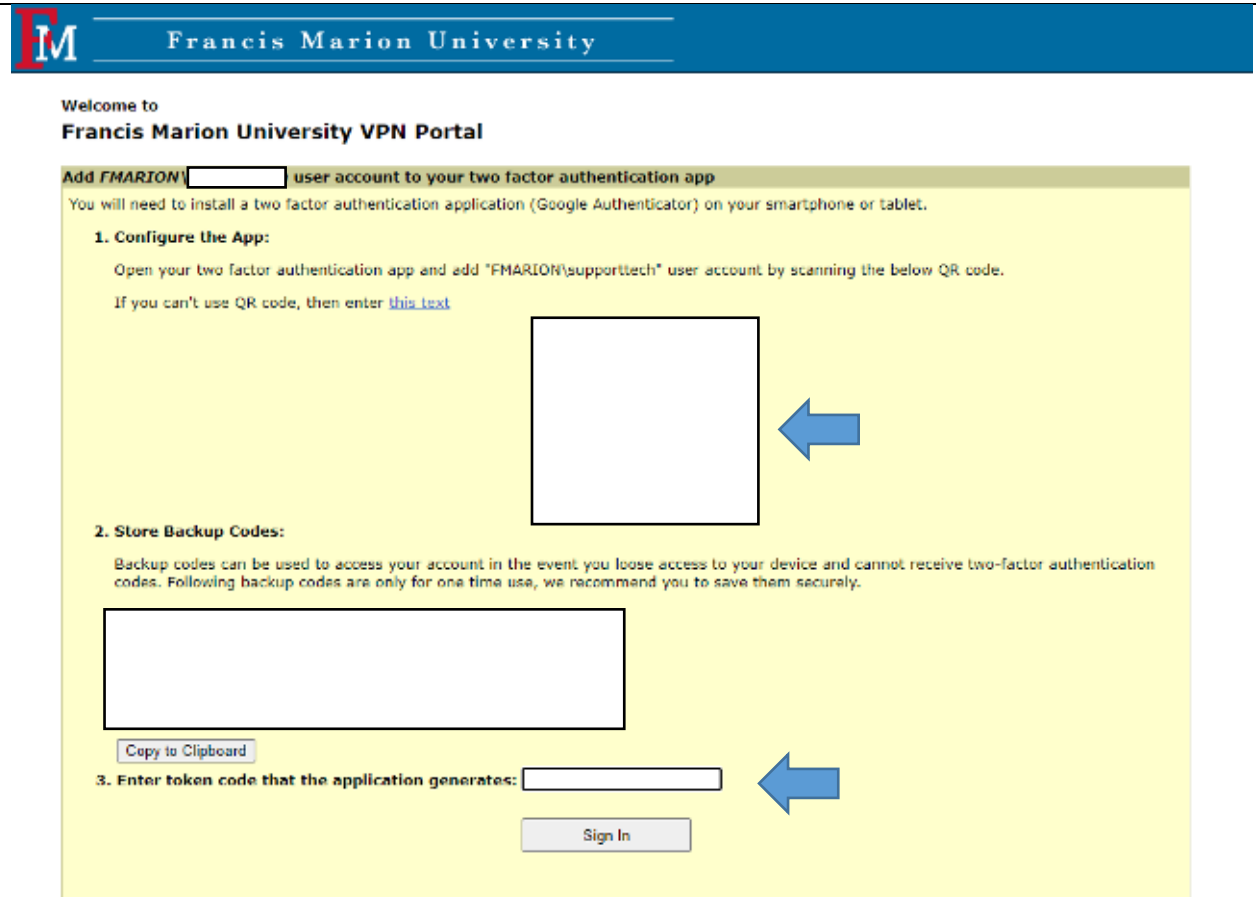
Go to the following URL https://my.fmarion.edu/ Login with **FMU Patriot Portal** Credentials	
	Pic-1B

Follow the Instructions to download, Install, and configure the Multi-Factor Authenticator App.

Link to download the Microsoft Authenticator:

- **IOS (Apple Store): Microsoft Authenticator**

- **Android (Play Store): Microsoft Authenticator**

1. Open the **Microsoft Authenticator**
2. Click on the **three vertical dots menu**
3. Click on "**Add account**"
4. Click on "**Other accounts**"
5. Scan the **QR Code**
6. Enter the **Token Code**
7. Click **Sign In**

Francis Marion University

Welcome to
Francis Marion University VPN Portal

Add FMARION_____ user account to your two factor authentication app

You will need to install a two factor authentication application (Google Authenticator) on your smartphone or tablet.

1. Configure the App:

Open your two factor authentication app and add "FMARION\supporttech" user account by scanning the below QR code.

If you can't use QR code, then enter this text

2. Store Backup Codes:

Backup codes can be used to access your account in the event you loose access to your device and cannot receive two-factor authentication codes. Following backup codes are only for one time use, we recommend you to save them securely.

Copy to Clipboard

3. Enter token code that the application generates: [_____]

Sign In

Pic-2A

Authenticator

- Turn off battery optimization
- + Add account
- Rearrange accounts
- Settings
- Help
- Send Feedback

Francis

Pic-2B

← Add account

What kind of account are you adding?

- Personal account
- Work or school account
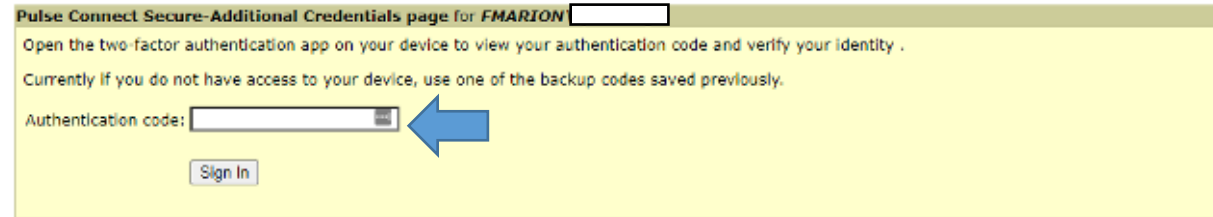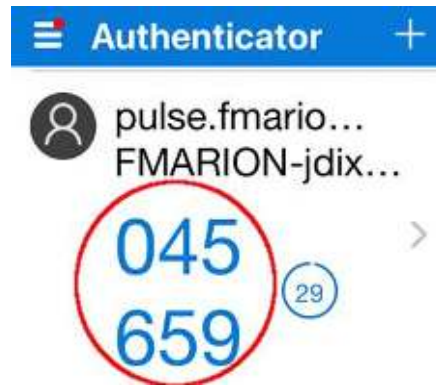- Other account (Google, Facebook, etc.)

Pic-2C

Note:

Each time you login, you will be required to enter a new 6-digit code generated by the Authenticator as shown in *Pic-3B* or *Pic-3C*. You will have approximately 1 minute to enter the code. The timer beside the code (circle) disappears as time runs out. Once depleted a new code and timer will appear. If time runs out, you will be prompted to log back in.
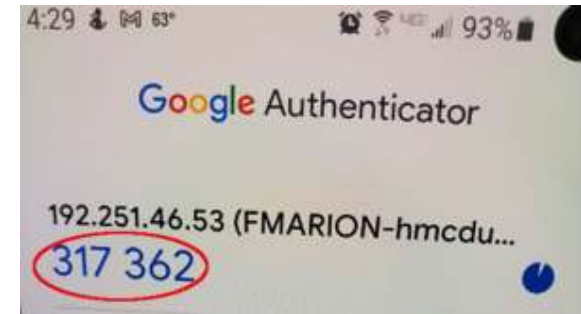
Welcome to
Francis Marion University VPN Portal

Pulse Connect Secure-Additional Credentials page for *FMARION*

Open the two-factor authentication app on your device to view your authentication code and verify your identity .

Currently if you do not have access to your device, use one of the backup codes saved previously.

Authentication code: [   ]

[Sign In]

Pic-3A

≡ **Authenticator** +

○ pulse.fmario…
FMARION-jdix…

**045
659** (29) ›

Pic-3B

4:29 ▲ 🅜 63°   🕐 📶 93%▮

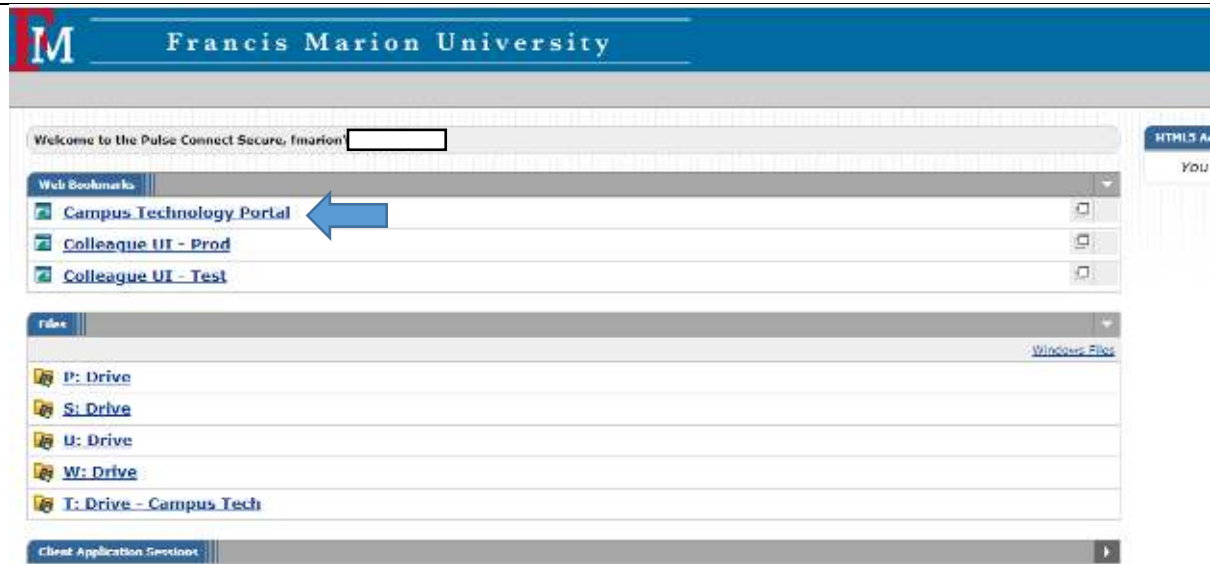**Google** Authenticator

192.251.46.53 (FMARION-hmcdu…

317 362

Pic-3C

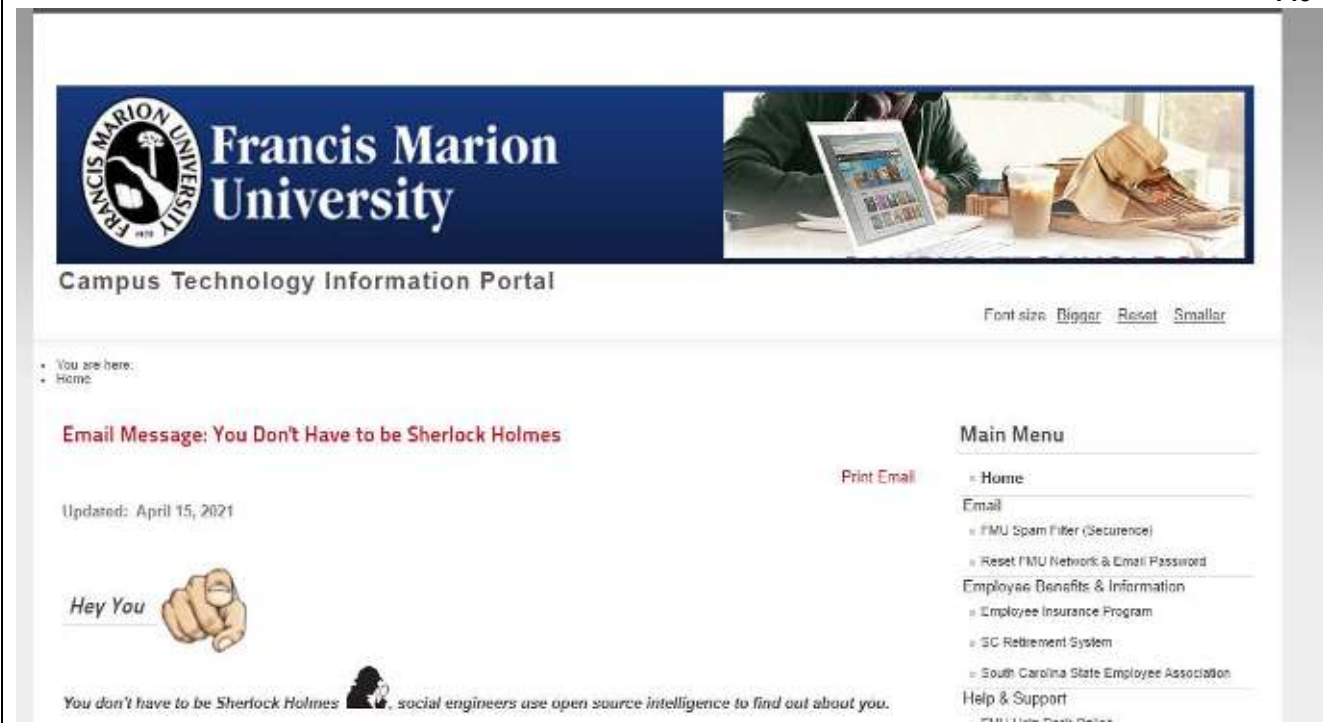Once login is complete, your main menu appears. You will have access to your network drives and the webpage.

Pic-4A
P: - Public drive
S: - Shared drive
U: - User drive
W: - User web page
T: - Department drive

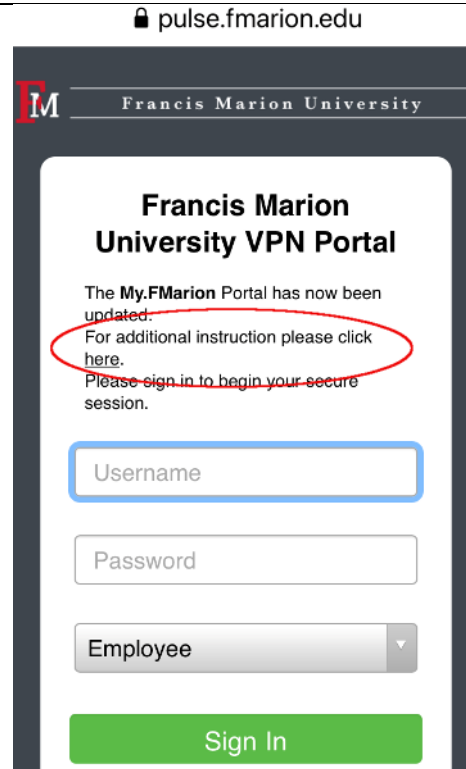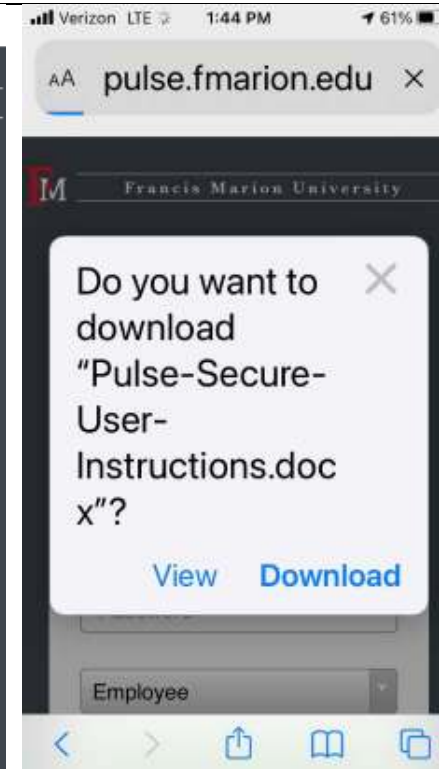Click on "**Campus Technology Portal**" to access my.fmarion.edu portal

Pic-4A

Pic-4B

CAMPUS TECHNOLOGY PORTAL USER INSTRUCTIONS FOR IPHONE

Go to the following URL
https://my.fmarion.edu/

1. Login with **FMU Patriot Portal** Credentials.

2. If you want more information/help, click on the here link in *Pic-5B* and select "**Download**."

3. Once the download is complete, you can click on the circled blue down arrow in *Pic-5C*
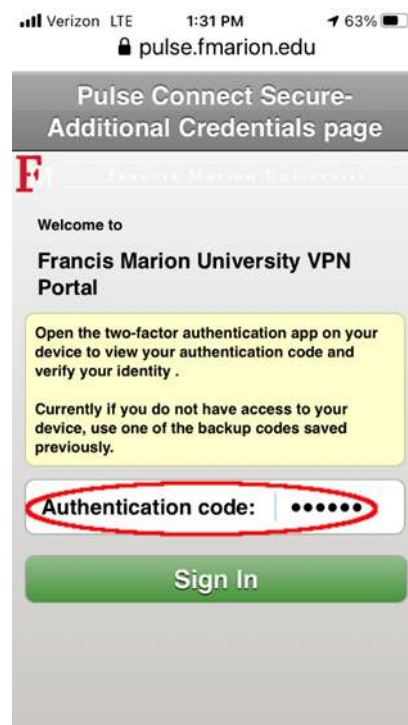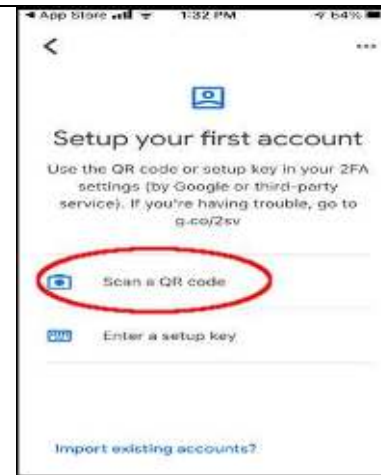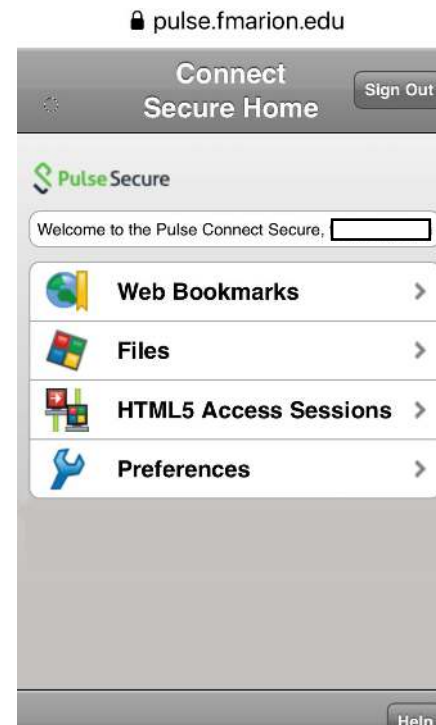
Pic-5A

Pic-5B

Pic-5C

Follow the instructions below which are also shown on *Pic-5B* below. All users logging in for the first time must setup two-factor authentication.

1. Install *Microsoft Authenticator* on your smartphone or tablet. Open the *Authenticator* app and scan the QR code that appears at login. (*Refer back to Pic-3A*).

2. Each time you login, you will be required to enter a new 6-digit code generated by the Authenticator as shown in *Pic-6B* **Authentication code**. You will have approximately 1 minute to enter the code. The timer beside the code (circle) disappears as time runs out. Once depleted a new code and timer will appear. If time runs out, you will be prompted to log back in.

3. Once login is complete your main menu appears (*Pic-6C*). You will have access to your network drives and the webpage. See below.

Select **Web Bookmarks** to go to the **Campus Technology Portal**-my.fmarion.edu as shown in *Pic-6D*.

Pic-6B

Pic-6C

Pic-6D