THE PATRIOT PORTAL

The path to becoming an FMU student and a member of the Patriot community starts with the Patriot Portal.

The Patriot Portal is a cloud-based space that provides secure access to important information for students, faculty and staff at Francis Marion University. The information available to each user is specific to that user.

For FMU students, the Patriot Portal provides you with access to information about financial aid, class registration, and housing as well as links to commonly used FMU websites. Additional information, specific to you, will arrive through your FMU issued student G-mail account (ending with @g.fmarion.edu).

Students gain access to the Patriot Portal by using the existing username and password provided to them in their acceptance letter.

> **Your FMU G-mail account:** <yourusername@g.fmarion.edu>
> **Your FMU Temporary Password:** fmu + the last five digits of your social security number

For security, students will need to enroll in Multi-Factor Authentication (MFA) using Microsoft Office 365. Once complete, students can access their FMU G-Mail account, Blackboard and the Patriot Portal using the same username and password.

Portal instructions and additional information are available on the dual enrollment (**http://www.fmarion.edu/dualenrollment/**) and Campus Technology webpages (**https://www.fmarion.edu/portal101/#portal-instructions**).

ACCESSING THE PATRIOT PORTAL

To access the Patriot Portal, use the following link in any browser on any device connected to the internet: (https://patriotportal.ec.fmarion.edu). Note: a link to the Patriot Portal is also available on the FMU website at www.fmarion.edu.

- Choose FMU Student.
- Log-in to the Patriot Portal using the username and password provided to you on your acceptance letter.
- Users leaving the Portal after a session should log-out completely. To do this, click on user name in the upper right hand corner of the browser and select "sign out." After completing this step, close the browser to complete the logout process.

PATRIOT PORTAL HELP!

For help using or logging into the Portal, contact the Help Desk at Campus Technology by calling 843-661-1111 or the Dual Enrollment Office by calling 843-374-4215.
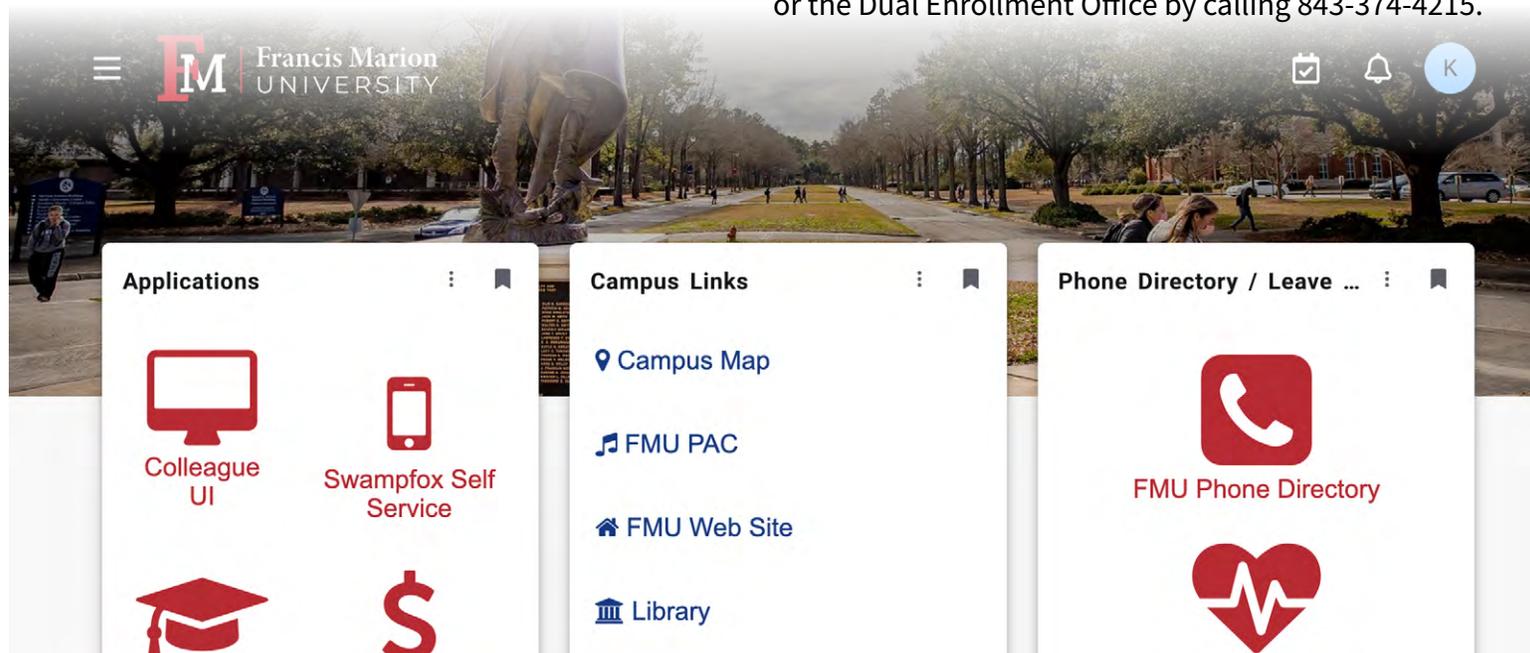
❱ INSTUCTIONS FOR MFA-USER SELF SERVICE

Multi-Factor Authentication (MFA) for Office 365 allows for greater security of your email, SharePoint, and OneDrive data by requiring an additional authentication mechanism beyond username/password. This additional authentication is only needed on newly enrolled mobile devices or computers once and every 24 hours for SharePoint portal access, or to Office365 online services (outlook online/OneDrive online). Microsoft has provided a platform that makes this process very easy. There are several methods you can use, but the most convenient method is to use "push" notification when you must authenticate.

The steps below will guide you step-by-step on how to enroll your mobile device for authentication.

Note: Only one mobile device needs the Microsoft authenticator app. Additional mobile devices need only be authorized from the first device if signing into Outlook, OneDrive, or other Office 365 services. We highly recommend using the Microsoft Authenticator App for this as it provides the most effective security and ease of use. You will need a computer and your mobile device to complete set up!

1. Download/Install the **Microsoft Authenticator App** from the Apple app store or Google Play on your mobile device.
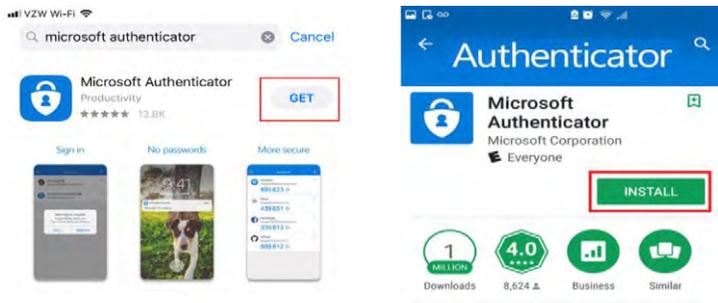
2. From a computer, navigate to **portal.office.com**

3. Enter your appropriate username (email address) and click **"Next." (NOTE: Students use@g.fmarion.edu)**
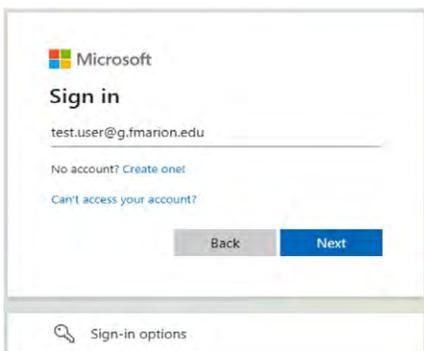
4. Enter your appropriate password. Click **"Sign in."**
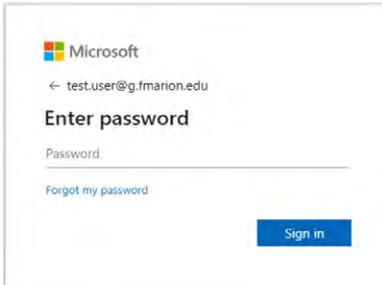
5. Click **"Next."**
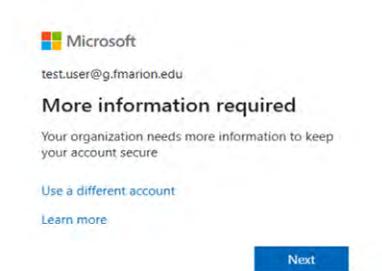
6. Click **"Next."**
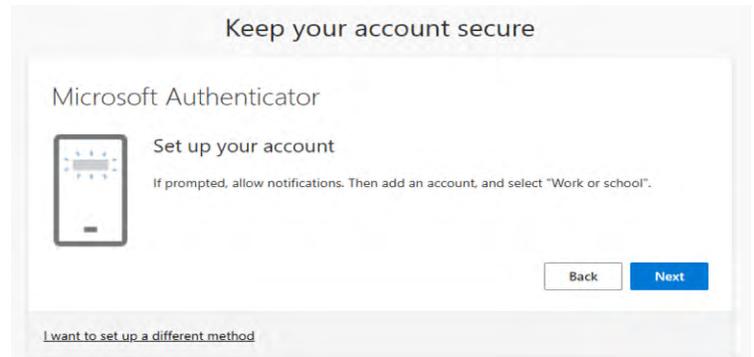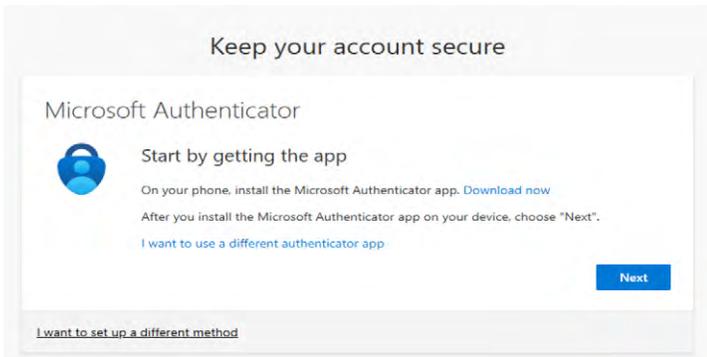
8. This window will appear with a QR code. Scan the QR Code on the screen.
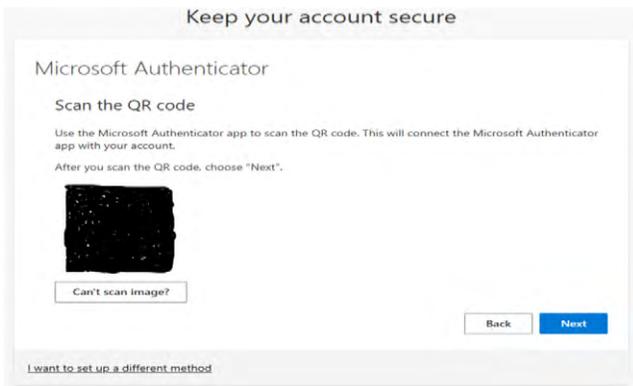
From the mobile device, open the **Microsoft Authenticator app** that you previously downloaded to scan the code. (Select *ok* or allow if prompted for notifications and allow the app to use the camera on your mobile device.)

9. Select "**Add Account**" then select **"Work or school account."**
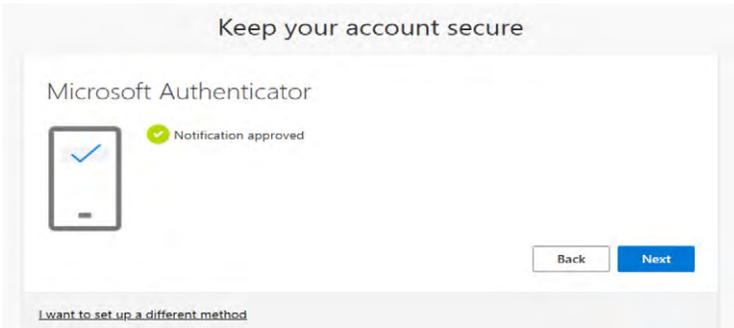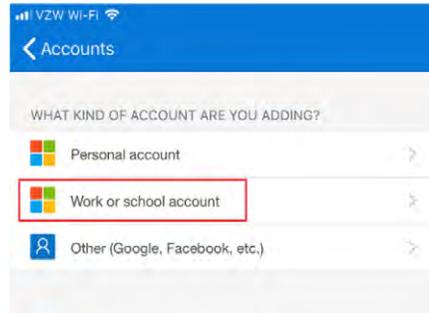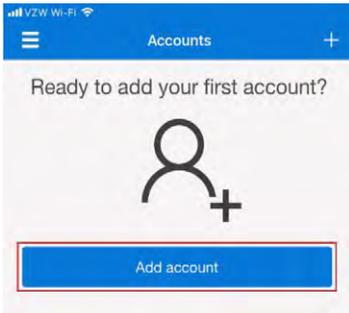
10. You should see the following screen or a similar below and click **"Done."**
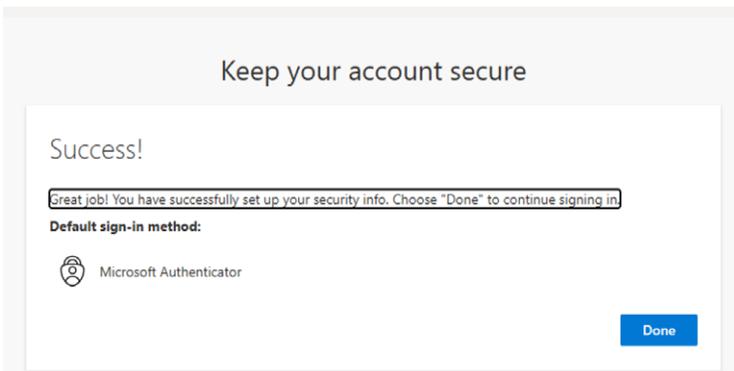
11. Select **"Yes**."

You should now be successfully signed into your Microsoft 365 account.

◗ NAVIGATING THE PATRIOT PORTAL

The Patriot Portal is the access gateway for all things related to your Dual Enrollment courses at FMU. Once your application has been accepted, your new FM login credentials and email address are created and provided to you on your Acceptance Letter that is available through your FM Link account. Once logged into the Portal, students have access to view their course schedules, access their FMU G-mail and Blackboard, look up course details and instructor information, and review their final semester grades and GPA.

Dear ███████:

Congratulations on your acceptance into FMU's Dual Enrollment Program for the Fall 2024! Below you will find your FMU ID number, email address, and instructions on how to access the Patriot Portal. You will use the Portal to access your FMU email. The Portal will also be used to access your courses on Blackboard. More information regarding Blackboard will be sent prior to the start of the semester.

Note: Students continuing from the previous semester will not need to create a new portal password.

FMU Credentials
FMU ID Number ██████
FMU Email Address ██████████@g.fmarion.edu

FMU Temporary Password: fmu + the last five digits of your Social Security Number.
Example If the last five digits of your SSN are 56789, your temporary password will be fmu56789

How to log into your Patriot Portal

**You must use a laptop/desktop and your cell phone to scan the QR code for the initial set up **
Microsoft Authenticator app must be downloaded to log into your Patriot Portal
The FMU student Gmail (g.fmarion.edu) email will be used to log in although it is Microsoft

HOW TO VIEW YOUR COURSE SCHEDULE

Students can access their Patriot Portal by clicking here: **Portal Login**
Additional Portal Login and Multi-Factor Authentication instructions can be found here: **Login Instructions**
You can change or reset your password here: **Password Reset**

For login issues for either the Patriot Portal or your FMU G-mail, please contact Campus Technology's HelpDesk by calling 843-661-1111 during normal business hours (Mon-Fri, 8:30-5pm).
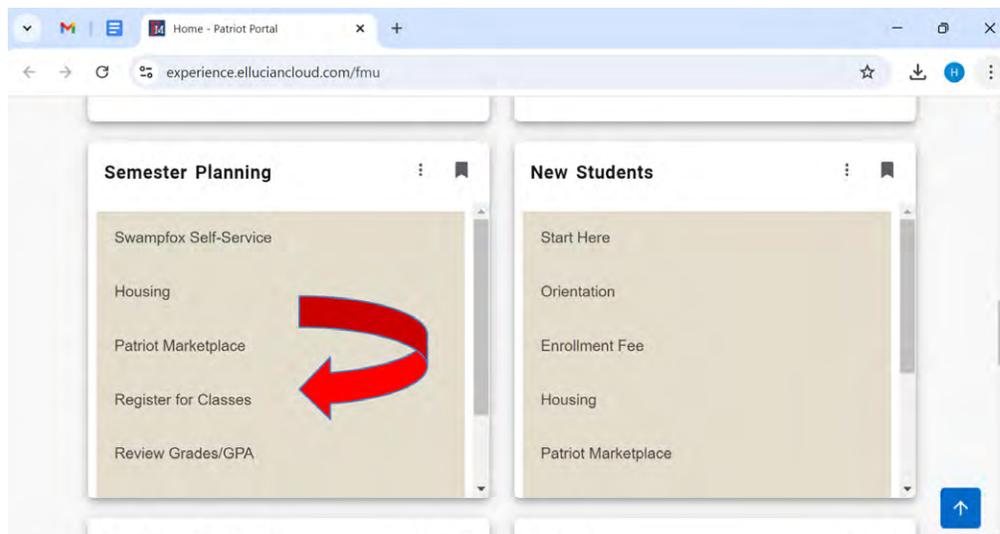
2 - You will be prompted to sign in again. Use your firstname.lastname. (The beginning of your fmarion email.)
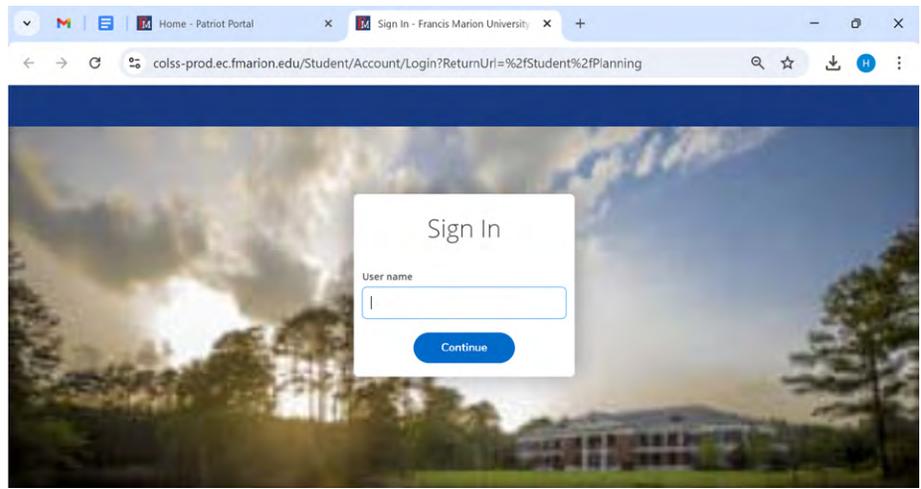
3 - Upon logging in, this is what your page will look like. Under "Plan your Degree & Register for Classes," click "Go to Plan & Schedule."
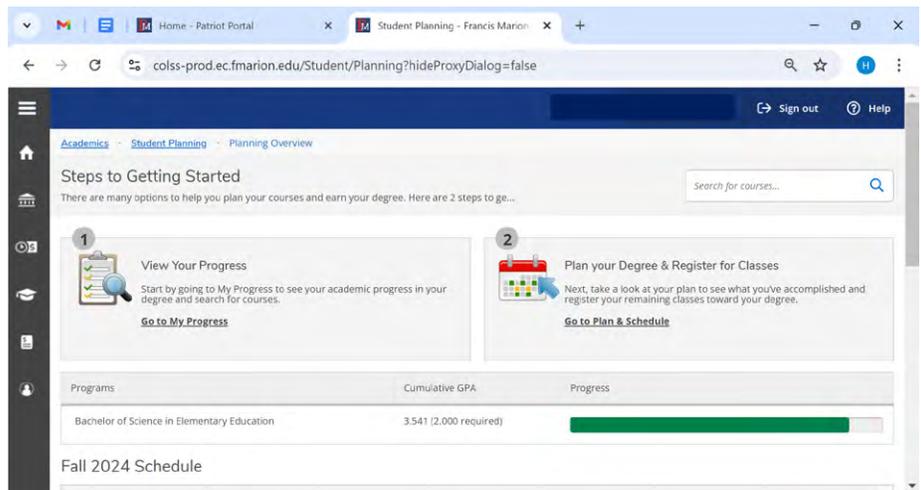
4 - After clicking on "Go to Plan & Schedule," you will see your course calendar, as well as a list of the courses you are enrolled in. Your calendar will not show online classes, but your course list will.
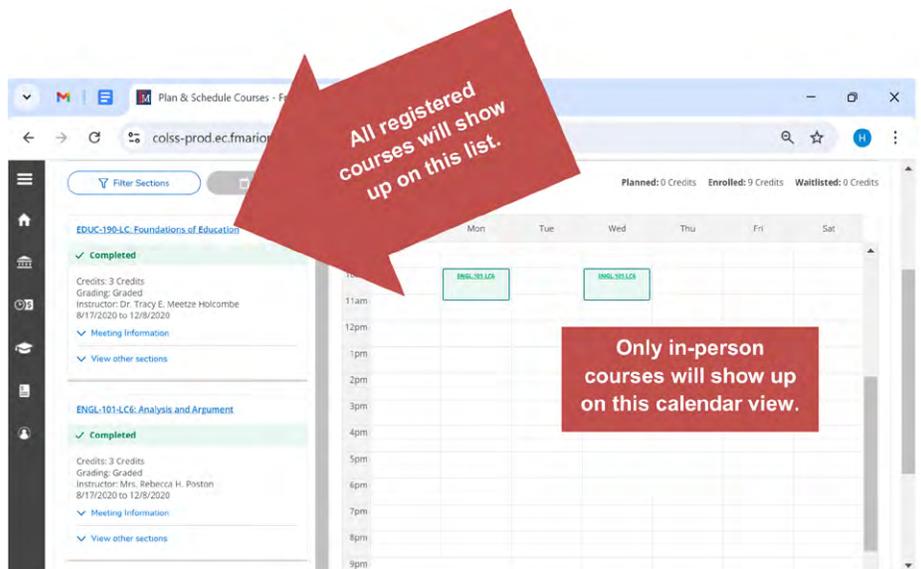
5 - To view meeting information and the course description, you will click the blue, hyper-linked course name to the left.
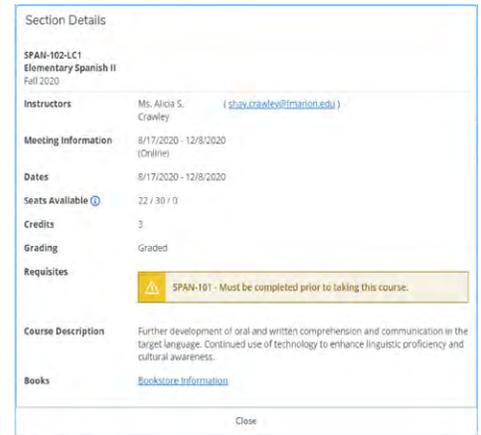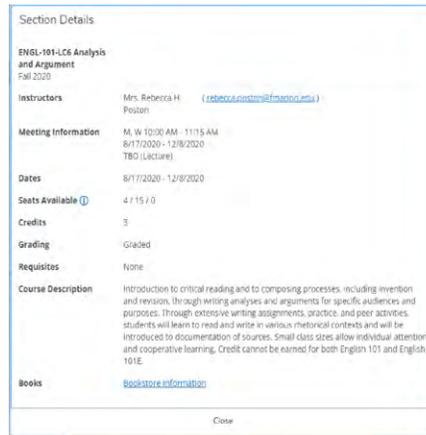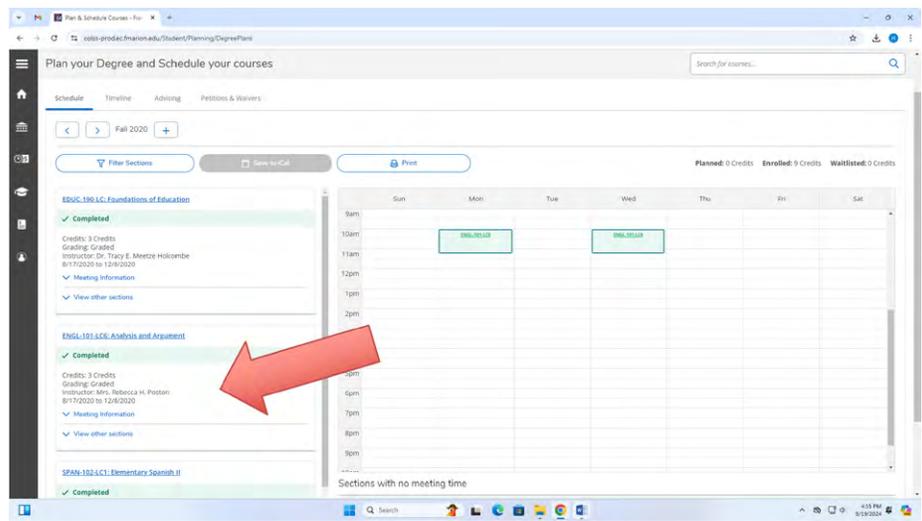
HOW TO VIEW YOUR GRADES

IMPORTANT: Only your final grades for each semester are loaded into the Portal once all grades are posted after exams end. You can view both your semester and cumulative GPA for FMU courses you have completed, but individual assignment grades for a course are only available through your course in Blackboard during that semester.

To calculate your projected semester GPA or updated cumulative GPA, you can use the Registrar's Online GPA Calculator here: **https://www.fmarion.edu/registrar/calculategpa/.**

1 - To see your grades, you will click the three lines in the top left corner of the Patriot Portal screen.
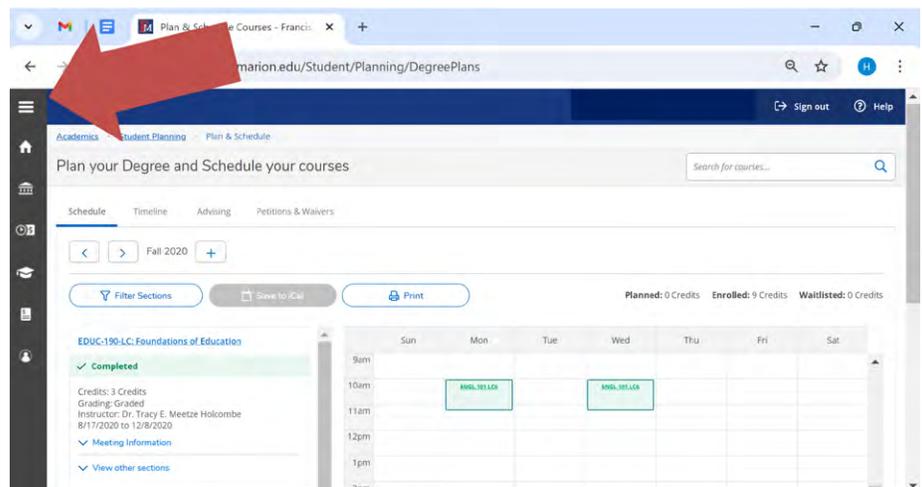
2 - From there, you will click on "Academics" and then "Grades"
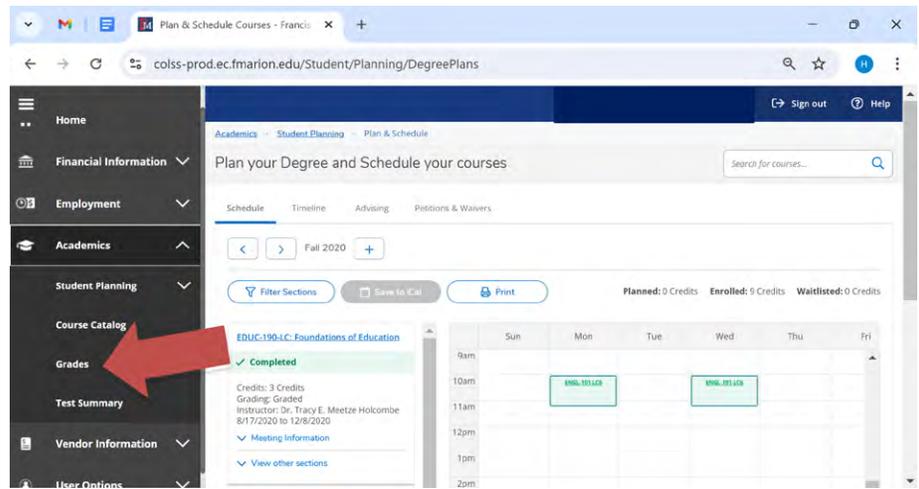
3 - You are then able to see your GPA and grades for every semester you have been enrolled in FMU classes. *Remember, the current semester won't have any grades in the Portal until after final exams.*
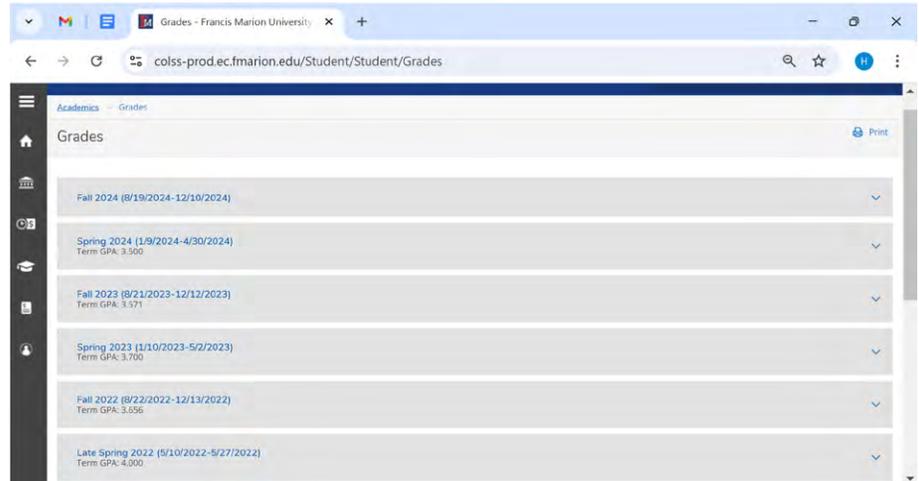
Clicking on each individual semester will show you the grades for each class in that semester.
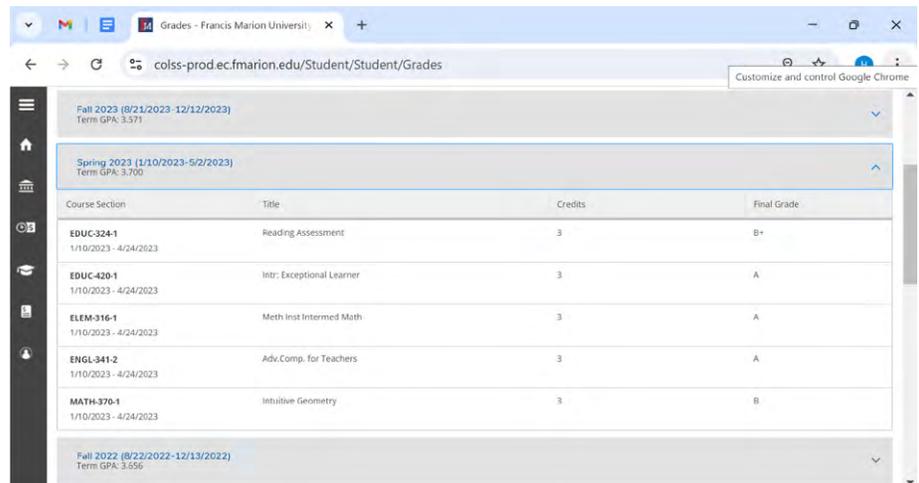
ACCESSING YOUR FM EMAIL

1   To access your FMU G-mail account, you will need to be logged into the Patriot Portal. You will scroll until you find the "Student Productivity" area. This area includes GMail, Blackboard, and Google Drive. You will choose GMail.

2 - After choosing GMail, you will follow the prompts on the screen for entering your username and password. This is the same login for the Patriot Portal and Blackboard. You are then able to choose to save your username and password so you do not have to go through the Patriot Portal every time. DO NOT save your username and password on any computer that you is not yours.