

### Instructions for Accessing Online Records

If you have any questions regarding your PIN, please contact IT at (978) 665-4500, Monday through Friday 8:00am-5pm.

1. Launch Internet Explorer on your PC. Minimum requirements for your computer are Internet Explorer 5.0 or Netscape 4.7. If you have the minimum requirements both Macs and PCs will work.
2. Enter the following URL into the address bar: <http://web4.fsc.edu> .
3. Click 'Enter Secure Area'.
4. **-Enter your** User ID number - @00000000 OR SSN – 010000100.

**-Enter your secure PIN.**

**If you have not logged in before, your PIN will be your birthdate (mmddyy) OR the last six digits of your Student ID.**

-Click 'Login'.

#### **First time users:**

- Once you have entered your ID and PIN, you will immediately be prompted that your old PIN has expired. You must choose a new pin. Your PIN must be exactly 6 characters (numbers or letters or both).
- Once you have entered the new PIN twice, you will be brought to a Login Verification Security and Answer screen. You will need to create a question and response to help you remember your PIN if it is forgotten. This new PIN number will be the one you will use on the web.

#### **To verify your enrollment and view your semester schedule:**

5. Click on Student Services and Financial Aid.
6. Click on Registration.
7. Click on Student Detail Schedule.
8. Select appropriate (current) term and submit. Your course(s) and schedule for the semester will display.
9. To print your schedule, click the print icon on the toolbar at the top of the screen.
10. To exit, click on the exit button at the top of the screen.

#### **To view your charges and payments:**

11. Click on Student Services and Financial Aid at the top of the screen.
12. Click on Student Records.
13. Click on Account Summary by term. Your account activity and balance will display. Please note that your account will reflect a zero balance when your payment has been made in full – typically 2-3 business days after your registration and payment information was submitted.

#### **To view your personal information:**

14. Click on Personal Information at the top of the screen.
15. Select a menu option and follow the instructions – you can change your pin, and view other personal information like your address and email.

#### **To check your grades at the end of the course after they have been submitted by your instructor:**

16. Click on Student Services and Financial Aid.
17. Click on Student Records. Then click on Final Grades.
18. Select the proper term and submit. Your grades will display here.