Quick Guide to your MyFVTC Account

Everything you need in your MyFVTC Account can be accessed from the **Home** page. You can select Home from anywhere in the site to return here.

Fox valley Echnical college Kowledge That Works		Search Bome Sion out
Favorites Main Menu		
Welcome	Search for Classes	Student Center
Reset Password	Student Financial Account Your Account Balance is \$0.00	Holds
Reset Your MyFVTC Password Already have a MyFVTC account? Use this link to reactivate your account or reset your password.	Anticipated Financial Aid	Holds Details
	Your Total Financial Aid Balance is \$0.00	To Do List
Enrollment	Finance Details	I To Do List Details
Add Classes	eRefund, ePayment, eBill, Authorize Users, Payment Plan	Mailing Address
Drop Classes	Financial Account Summary	
Shopping Cart	Financial Aid	Update Addresses
Advisors	Apply for Financial Aid	Phone Numbers
Plan Name Email Phone	Financial Aid Awards	
Counselors	Disbursement Information View important financial aid information including disbursement dates.	
Plan Name Email Phone		Carl Update Phone Numbers
Academics	Satisfactory Academic Progress Financial Aid Satisfactory Academic Progress (SAP) Statistics	Email Addresses
✓ <u>Class Schedule</u>		
Assignments	Admissions	
Grades	Apply / View Active Programs Apply for admission or view your active applications and programs.	Update Email Addresses
Course History		E Update Email Subscriptions
Unofficial Transcript	Application Status	Resources
Official Transcript Request	Transfer Credit Report	E-mail
Apply for Graduation	Test Scores	Blackboard
Class Evaluations		Buy Textbooks / Bookstore
Withdraw From Program		Contact Us

The most frequently used activities are highlighted in yellow.

To Register for Classes (see the Enrollment section)

- 1. Start by checking your Enrollment Appointment.
- 2. Return to the Home page and select Add Classes.
- 3. Confirm that the correct term is displaying. If necessary, select Change Term.
- 4. If you know the class number:
 - a. Type the class number in the Class Nbr field.
 - b. Click Enter.
 - c. Click Next.
 - d. Verify that you've chosen the correct class.
 - e. Click Next. The class will be added to your Shopping Cart.

If you do not know the Class Nbr:

- a. Click the green Search button.
- b. Search for the class by Course Title Keyword (name of the class) and Campus.
- c. When you've found the correct class, click the Select Class button. (If no Select Class button appears, the class has already started and it's too late to register.)
- d. Click Next.
- e. Verify that you've chosen the correct class.
- f. Click Next. The class will be added to your Shopping Cart.
- 5. When all of your classes have been added to the Shopping Cart, click Proceed to Step 2 of 3.
- 6. Click Finish Enrolling.
- 7. Click **OK**.
- 8. You may be asked for information that is required by the State of Wisconsin. Click the Lookup buttons to select appropriate responses.
- 9. If the Status is **Success**, you are enrolled in the class. If the Status is **Error**, you have NOT been enrolled. View the message to the left for more information.
- 10. Click My Class Schedule.
- 11. Click Print Study List.
- 12. Click Print.