

# How to Create Your Student Portal Account

Go to [www.fnu.edu](http://www.fnu.edu) and click on "My FNU":

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Click on "Login":

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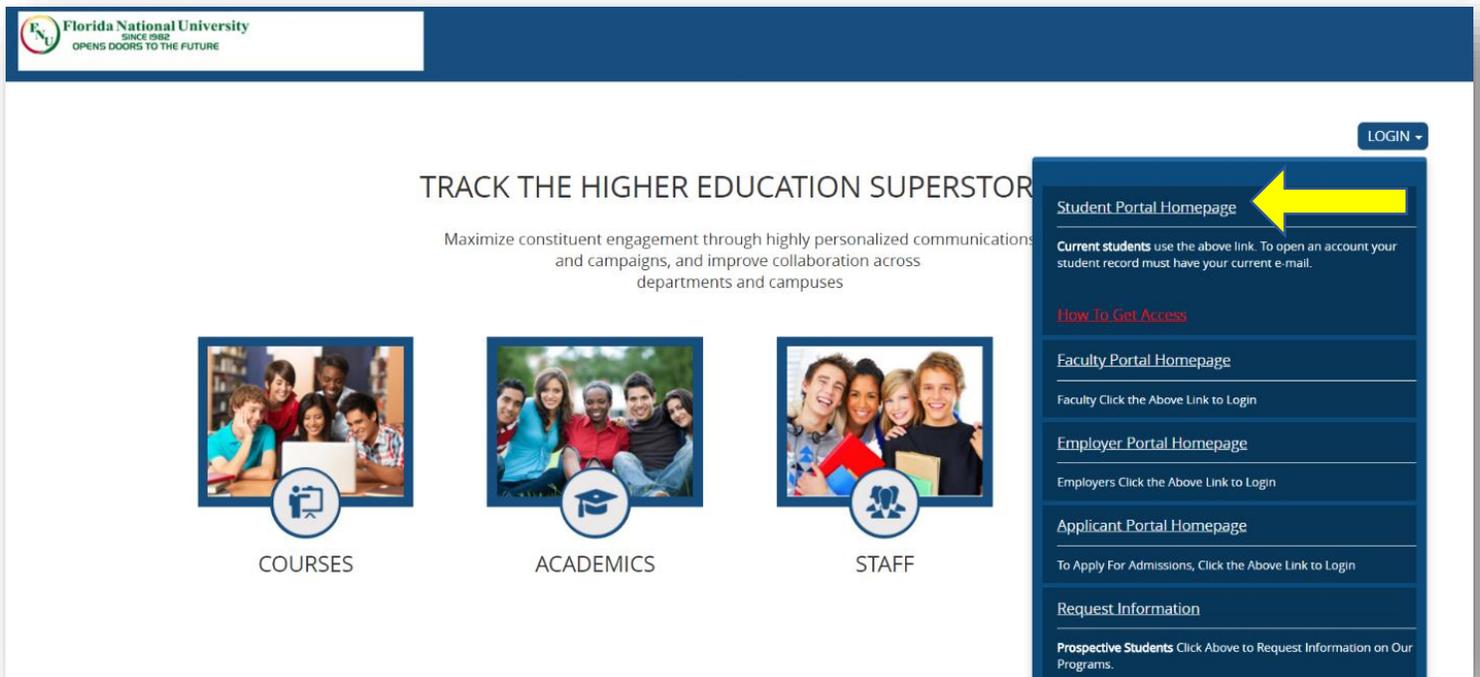
LOGIN

TRACK THE HIGHER EDUCATION SUPERSTORM

Maximize constituent engagement through highly personalized communications and campaigns, and improve collaboration across departments and campuses

COURSES ACADEMICS STAFF CLASSES

## Click on “Student Portal Home Page”:



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LOGIN

### TRACK THE HIGHER EDUCATION SUPERSTORY

Maximize constituent engagement through highly personalized communications and campaigns, and improve collaboration across departments and campuses

**COURSES**

**ACADEMICS**

**STAFF**

[Student Portal Homepage](#)

**Current students** use the above link. To open an account your student record must have your current e-mail.

[How To Get Access](#)

[Faculty Portal Homepage](#)

Faculty Click the Above Link to Login

[Employer Portal Homepage](#)

Employers Click the Above Link to Login

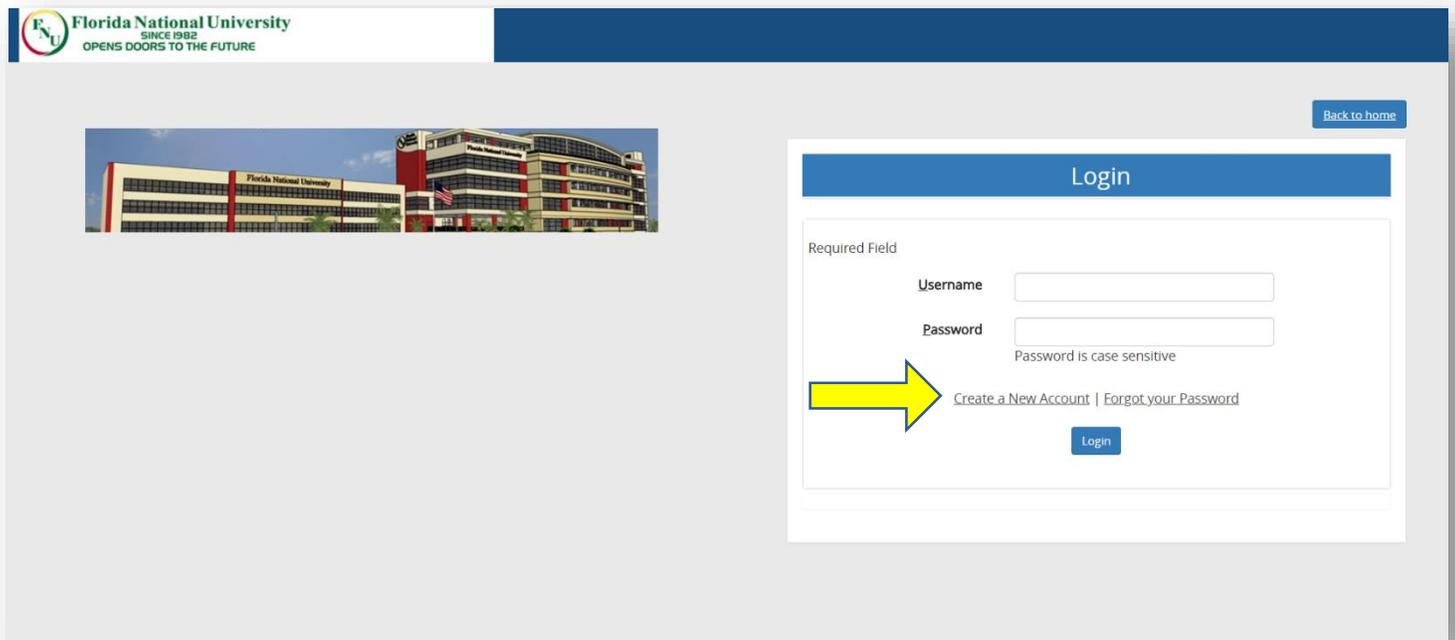
[Applicant Portal Homepage](#)

To Apply For Admissions, Click the Above Link to Login

[Request Information](#)

**Prospective Students** Click Above to Request Information on Our Programs.

## Click on “Create a New Account”:



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Back to home

### Login

Required Field

Username

Password

Password is case sensitive

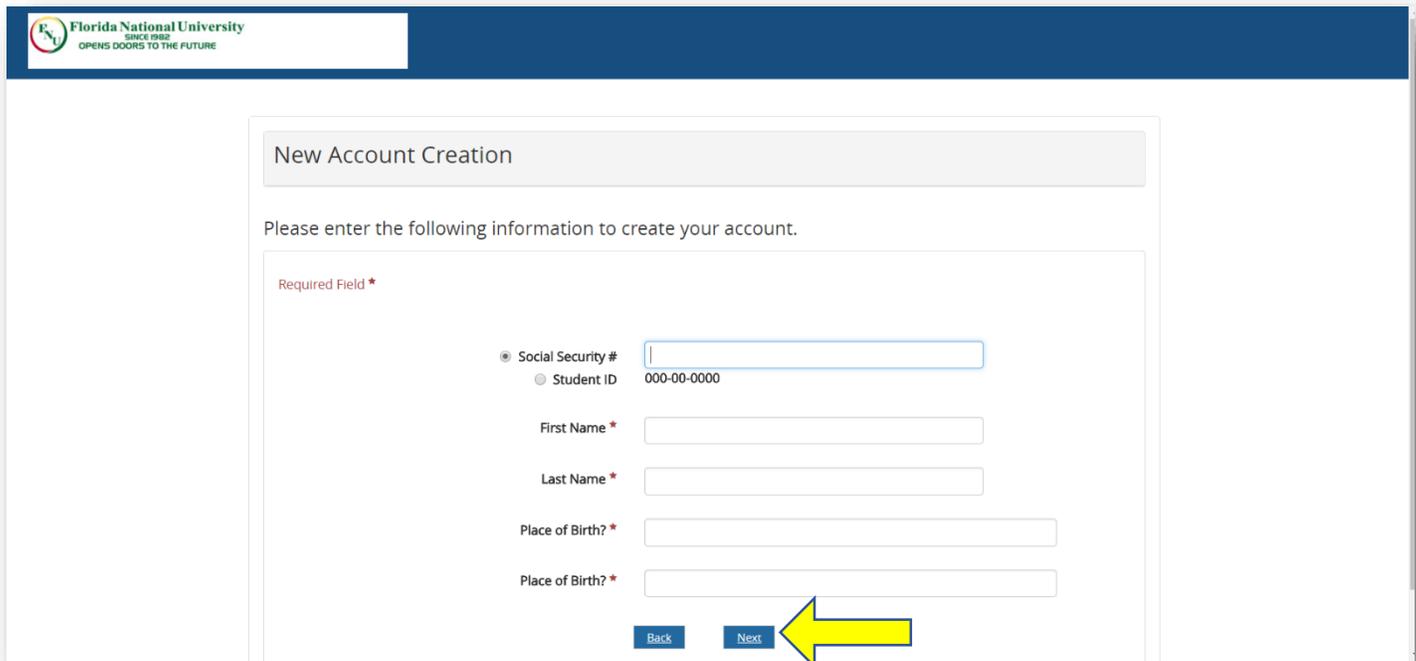
[Create a New Account](#) | [Forgot your Password](#)

Login

Fill out the following information:

- You have the option of entering your Social Security Number or Student ID #
- First Name and Last Name
- Place of Birth (*twice*)

Then click “Next”

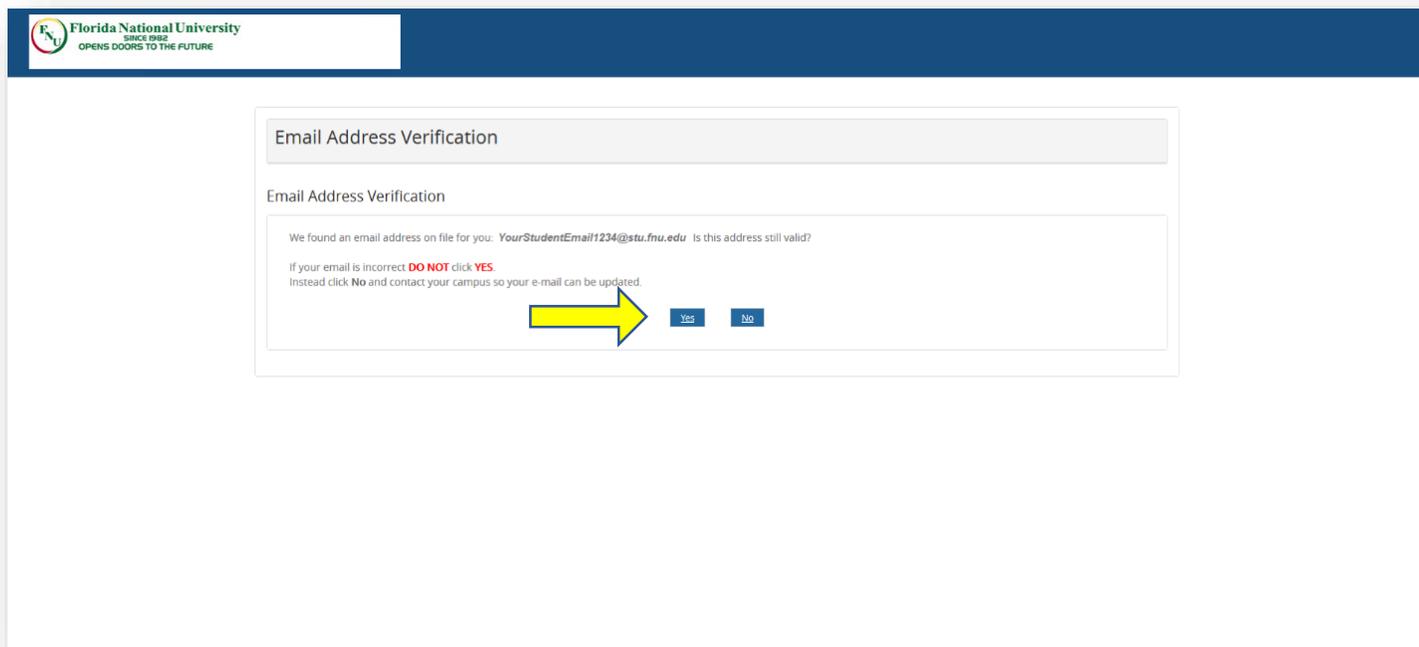


The screenshot shows the 'New Account Creation' page for Florida National University. The page header includes the university's logo and name: 'Florida National University SINCE 1982 OPENS DOORS TO THE FUTURE'. The main heading is 'New Account Creation'. Below this, a message reads: 'Please enter the following information to create your account.' A 'Required Field \*' label is positioned above the input fields. The form contains two radio button options: 'Social Security #' (which is selected) and 'Student ID' (with the placeholder '000-00-0000'). Below these are four text input fields: 'First Name \*', 'Last Name \*', 'Place of Birth? \*', and a second 'Place of Birth? \*' field. At the bottom of the form are two buttons: 'Back' and 'Next'. A large yellow arrow points to the 'Next' button.

The system will verify your information and prompt you with the email address found on file (your Student Email Address).

*Note: you must have your email address activated.*

Confirm that the email being displayed is your Student Email Address. If so, click “Yes”.



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### Email Address Verification

Email Address Verification

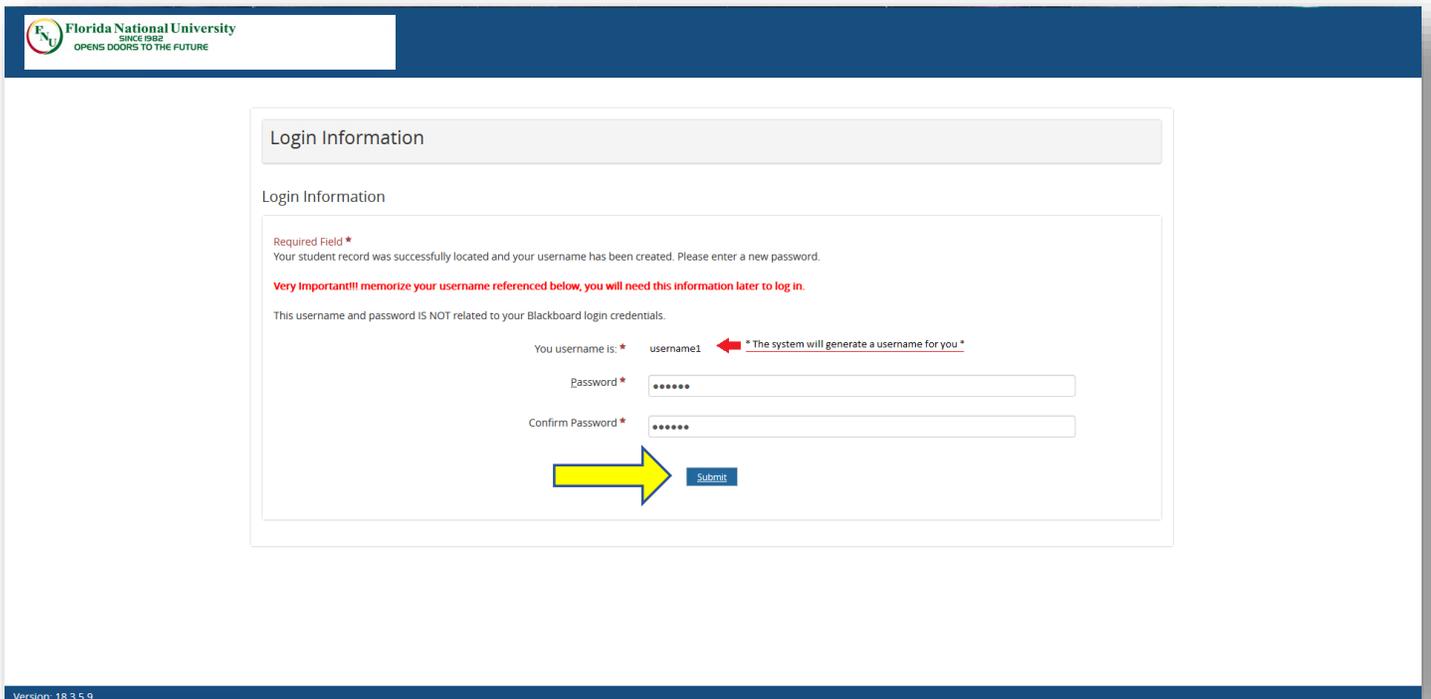
We found an email address on file for you: *YourStudentEmail1234@stu.fnu.edu* Is this address still valid?

If your email is incorrect **DO NOT** click **YES**.  
Instead click **No** and contact your campus so your e-mail can be updated.

The system will generate your Username. You will need to enter a Password and confirm it. It is very important that you remember the Username.

In addition, please keep in mind that the Student Portal's credentials are not the same as Blackboard's credentials.

Once you have input a password and confirmed it, click "Submit".



The screenshot shows the Florida National University login page. At the top left is the university logo with the text "Florida National University SINCE 1982 OPENS DOORS TO THE FUTURE". The main content area is titled "Login Information" and contains the following text:

Required Field \*  
Your student record was successfully located and your username has been created. Please enter a new password.

**Very Important!!! memorize your username referenced below, you will need this information later to log in.**

This username and password IS NOT related to your Blackboard login credentials.

You username is: \* username1 ← \* The system will generate a username for you \*

Password \* [password field]

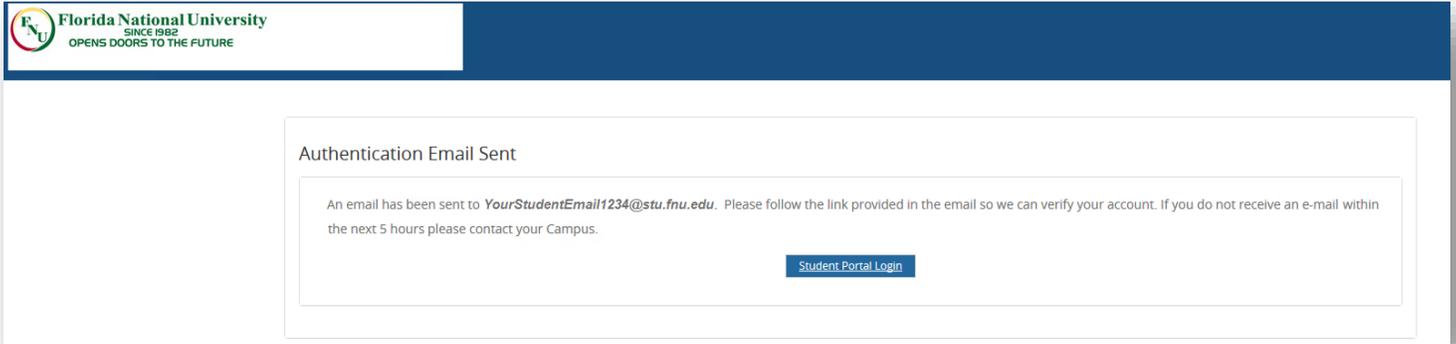
Confirm Password \* [password field]

[Submit button]

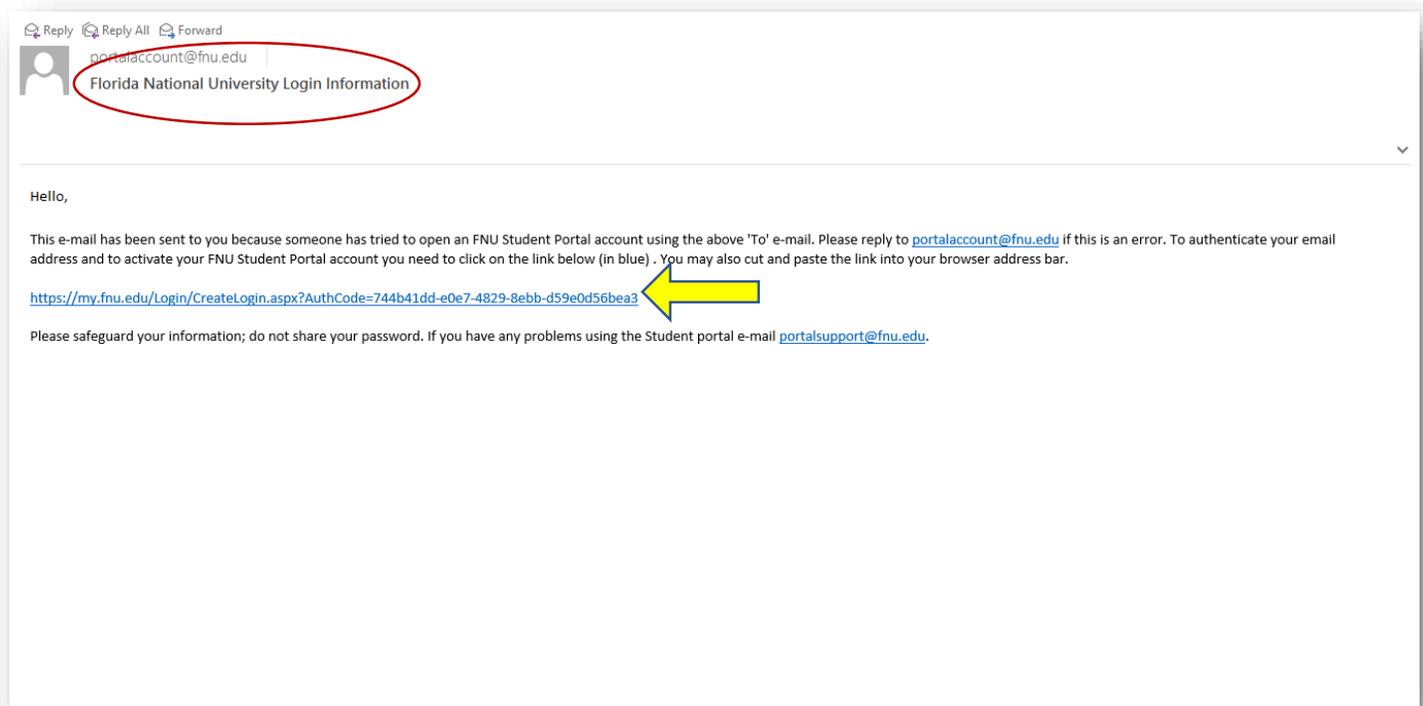
A yellow arrow points to the Submit button.

Version: 18.3.5.9

Your Student Portal account has successfully been created. However, this account must be activated. There is an activation email link that has been sent to your Student Email Address. At this time, log in to your Student Email Account by accessing: <https://mail.office365.com>

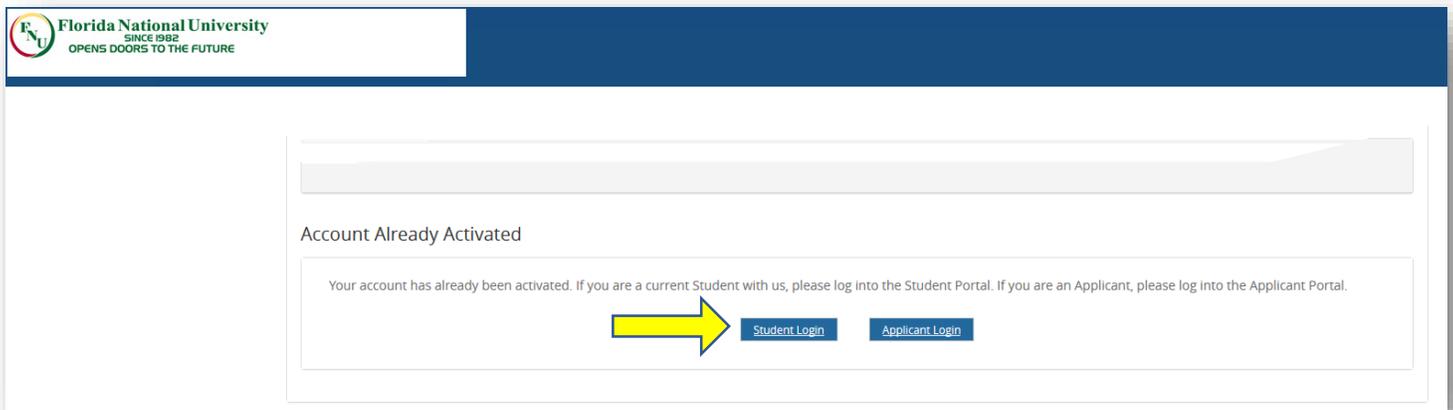


Once you have logged in to your Student Email Account, you will find an email titled "Florida National University Login Information". In this email, there will be a link to activate the Student Portal Account. Click on the link.

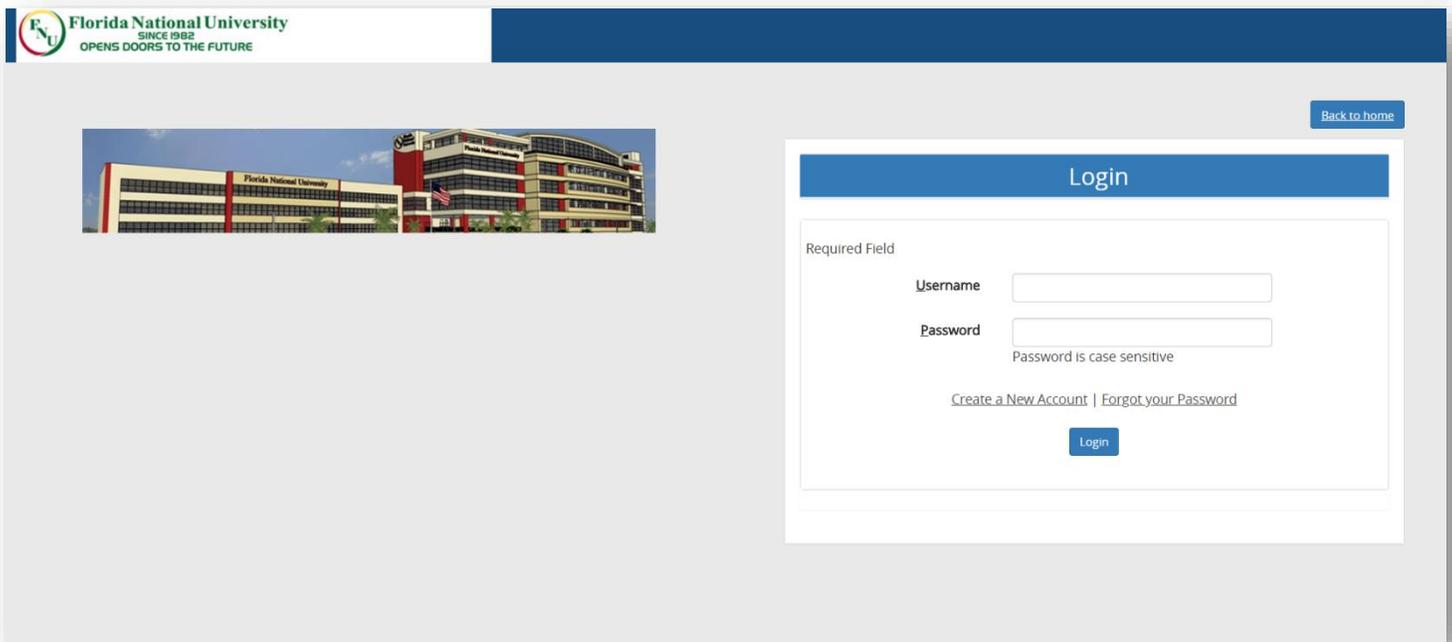


After you have clicked on the link, the confirmation page of the Student Portal Account's activation will display.

Click on "Student Login" to access your Student Portal Account.



Login with your Student Portal credentials.



If you have any further questions/concerns, please contact the Office of Student Services:

**Hialeah Campus:** (305) 821-3333 Ext. 1004 & 1040

**South Campus:** (305) 226-9999 Ext.1372 & 1373