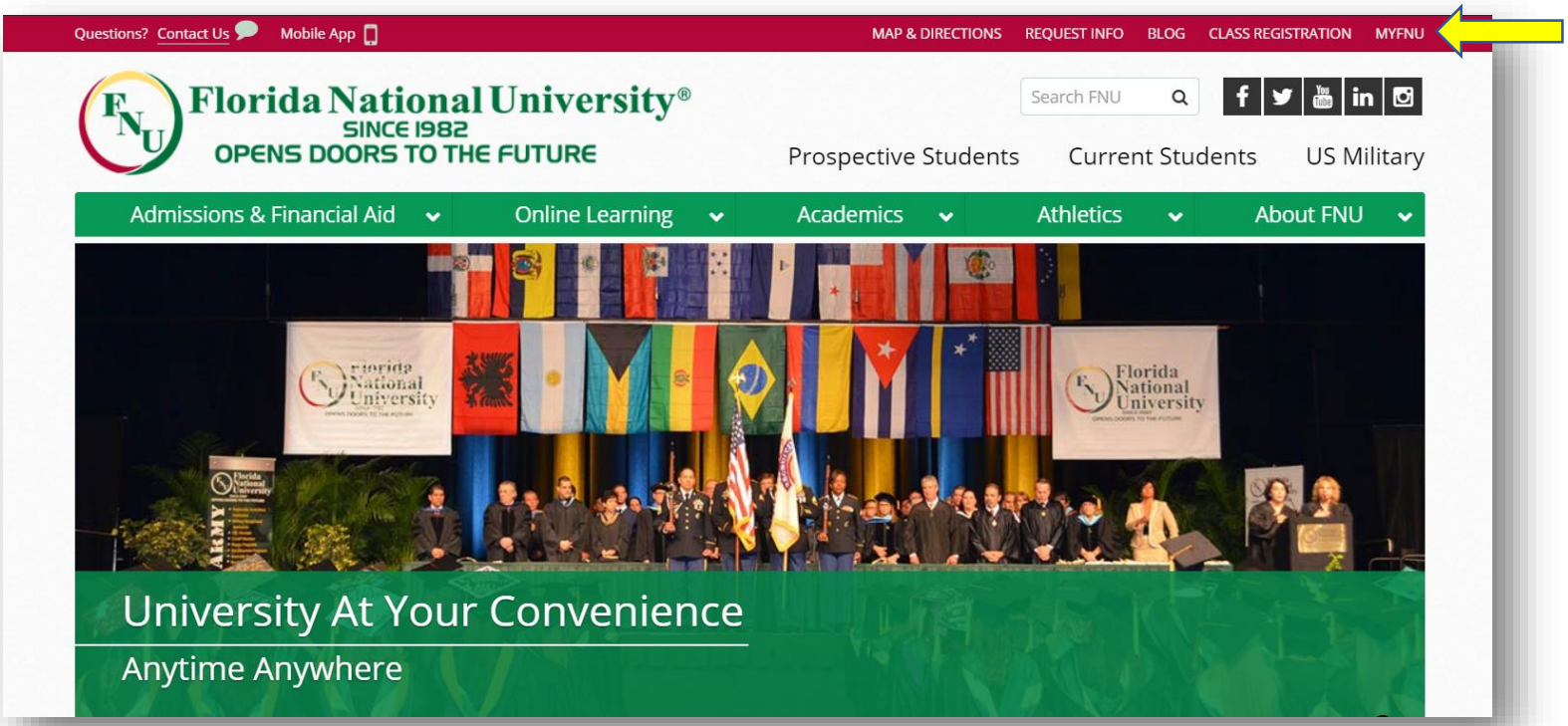
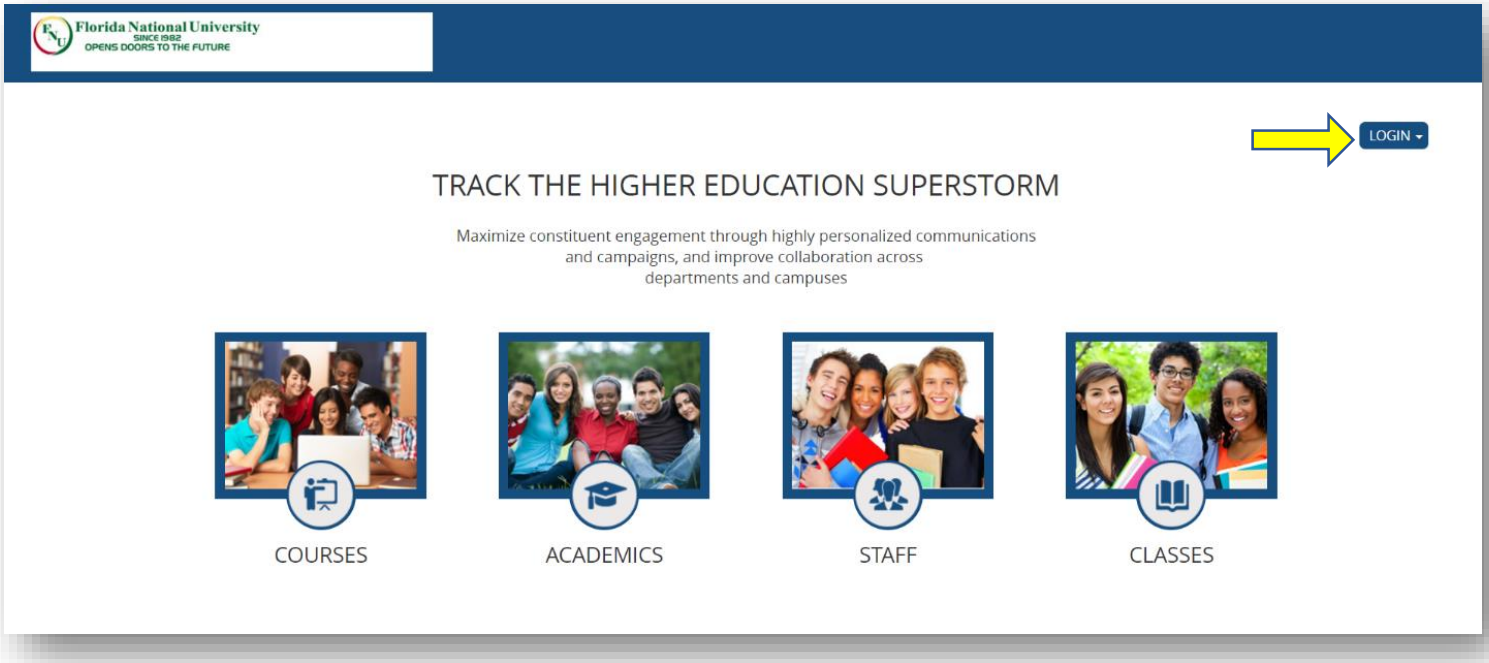
How to Create Your Student Portal Account

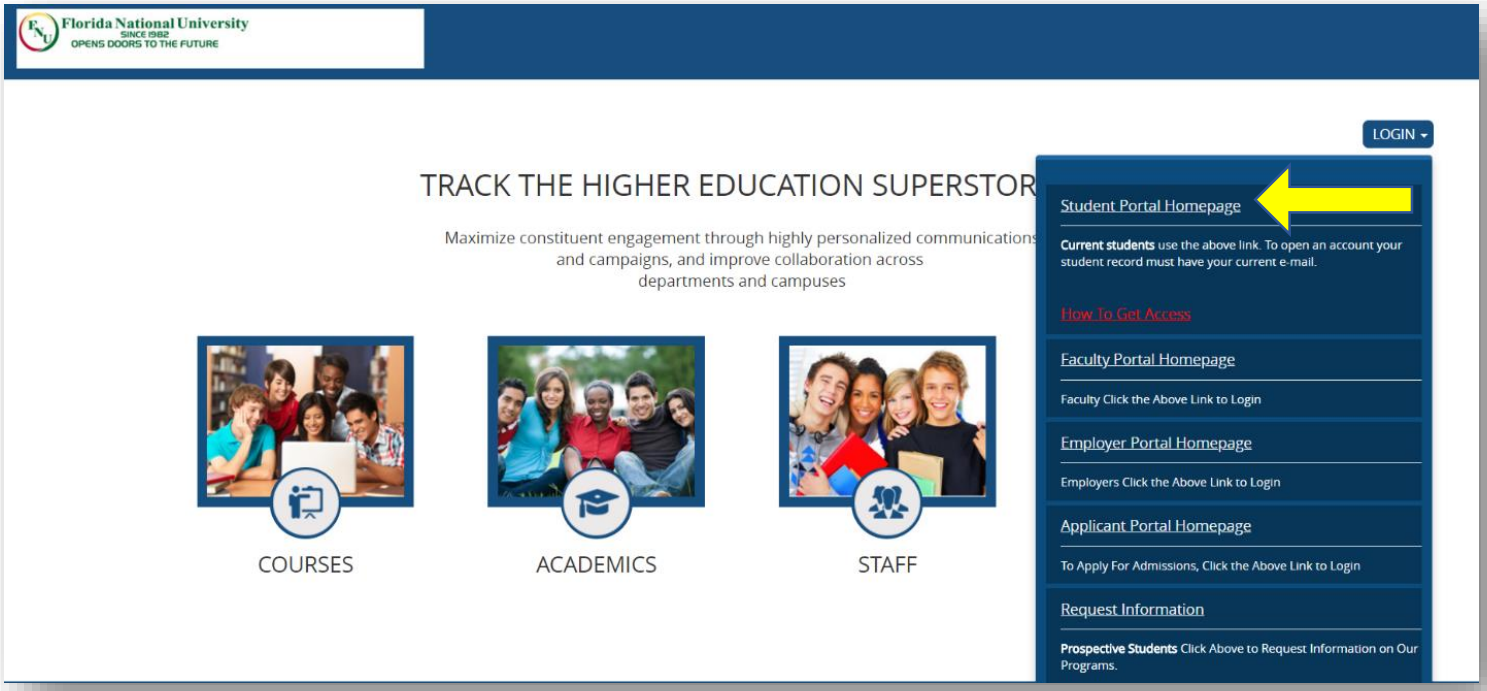
Go to www.fnu.edu and click on ”My FNU”:



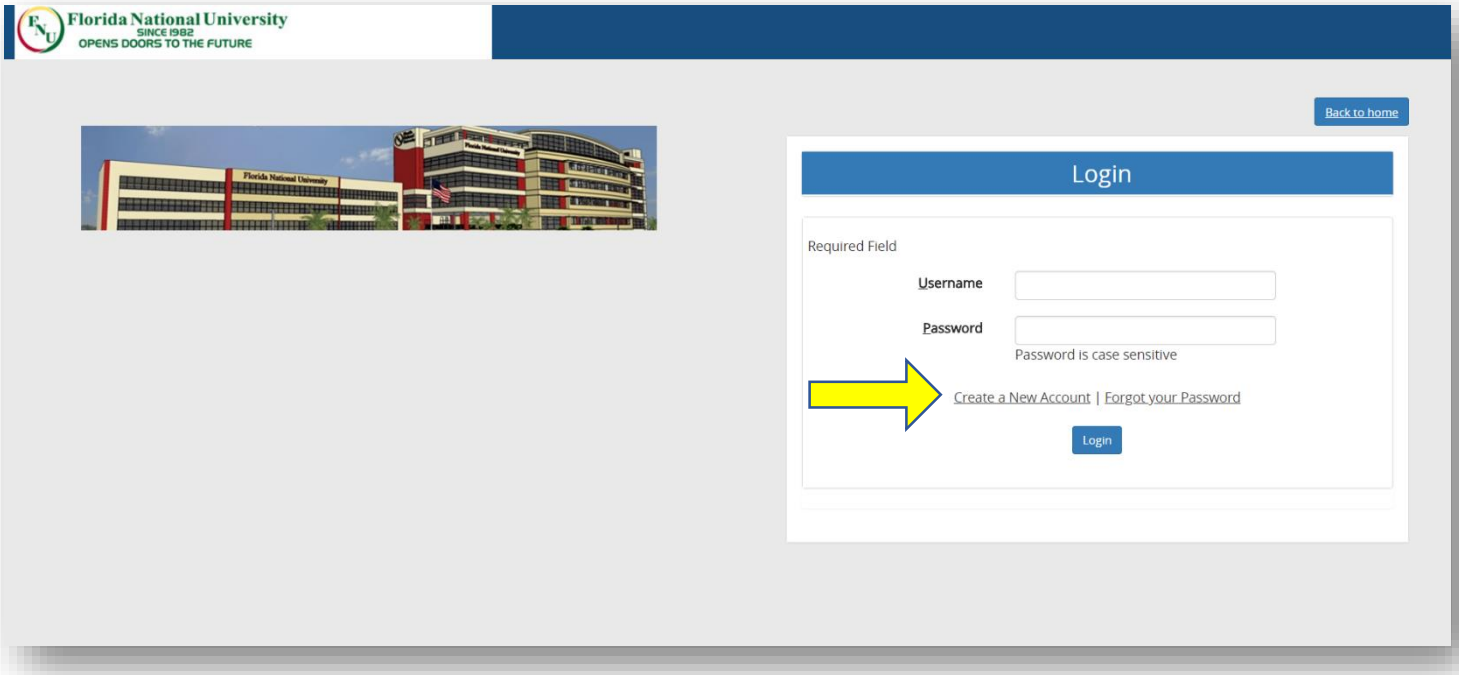
Click on “Login”:



Click on “Student Portal Home Page”:



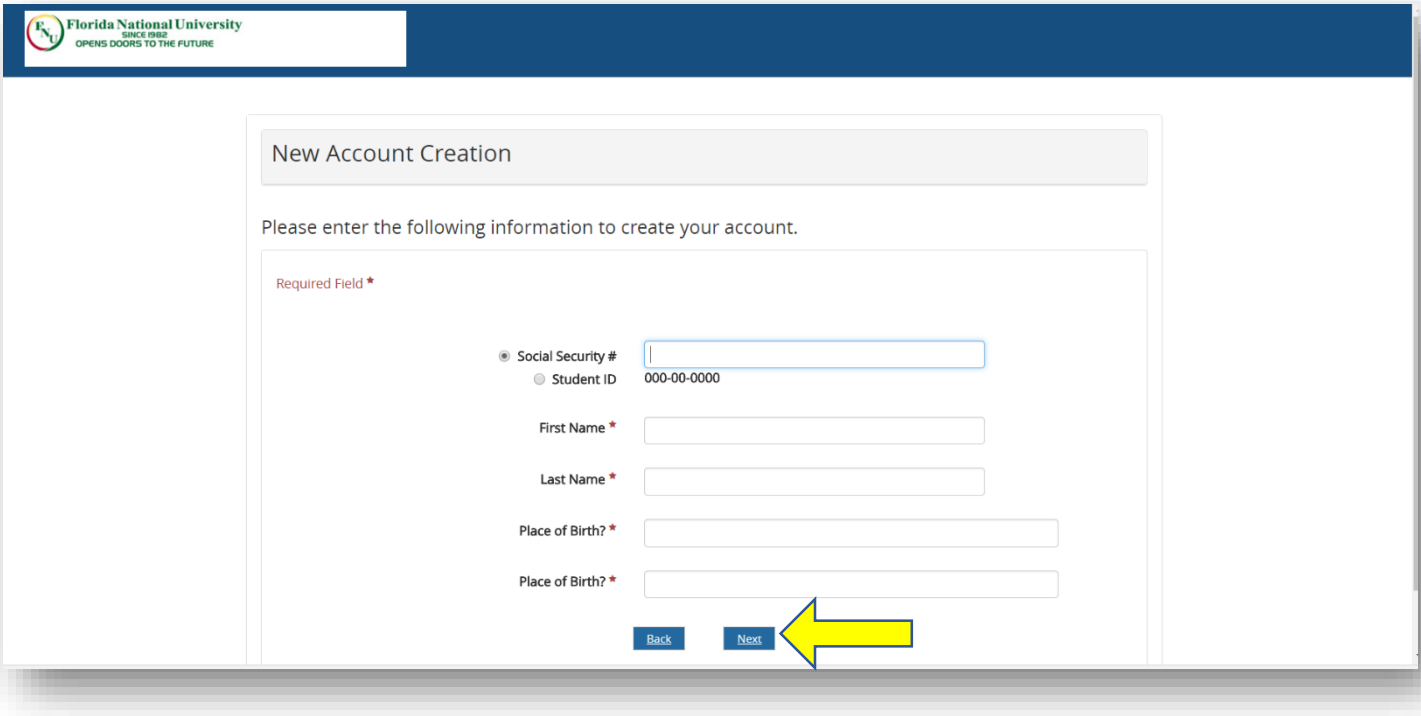
Click on “Create a New Account”:



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*)**

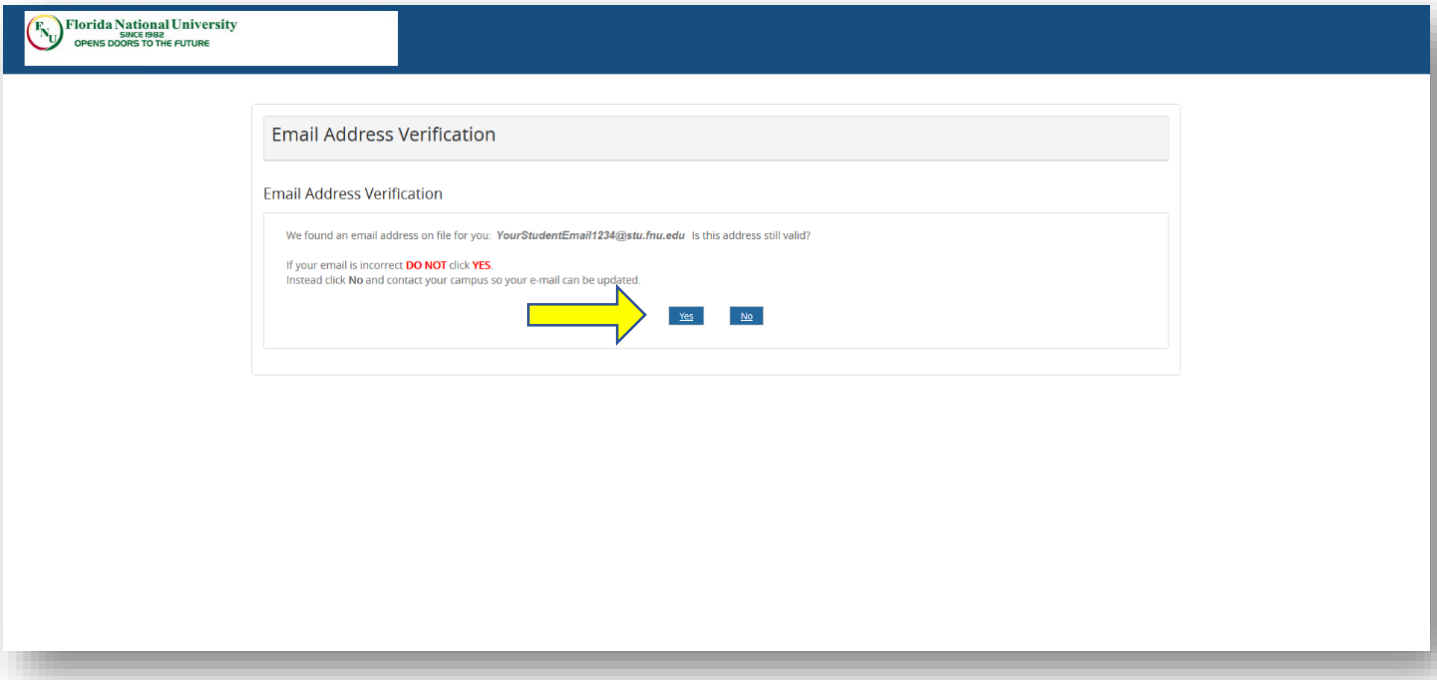
Then click "Next"



The 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*.

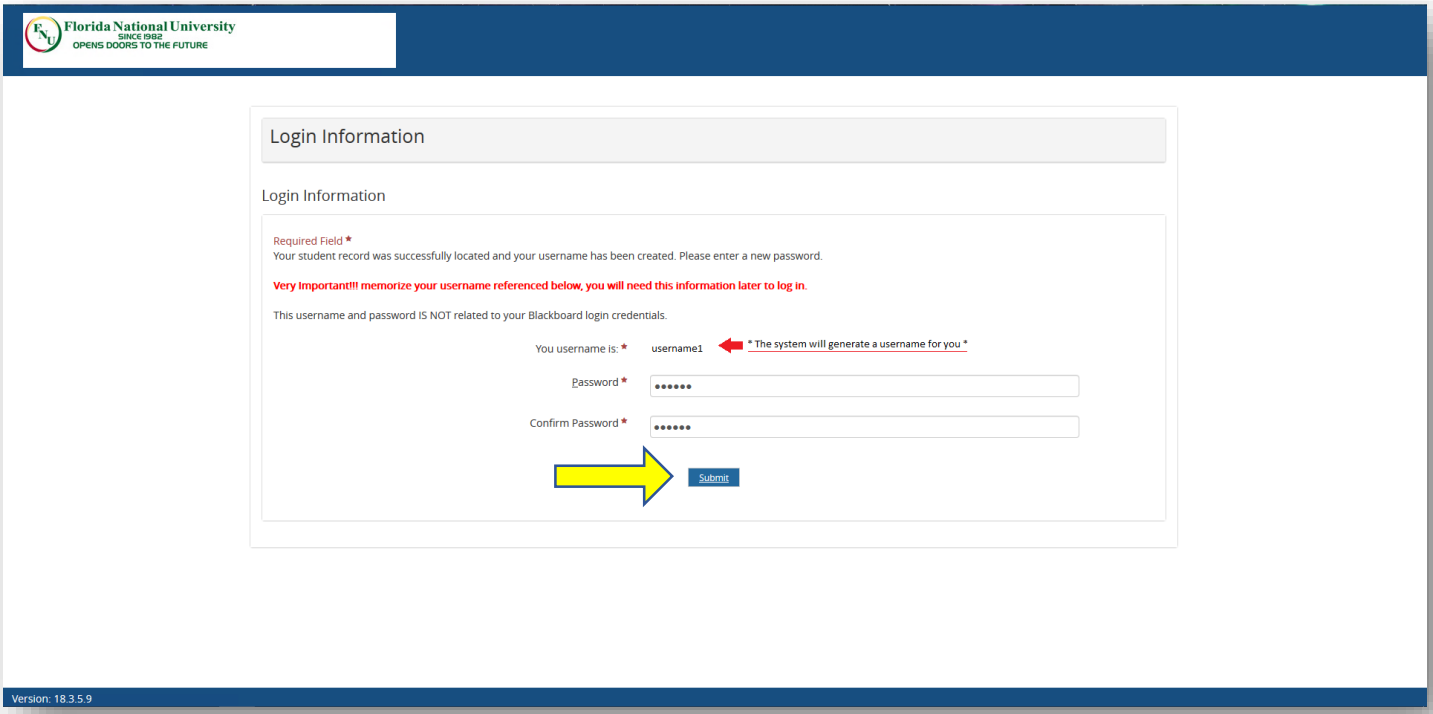
Confirm that the email being displayed is your Student Email Address. If so, click "Yes".



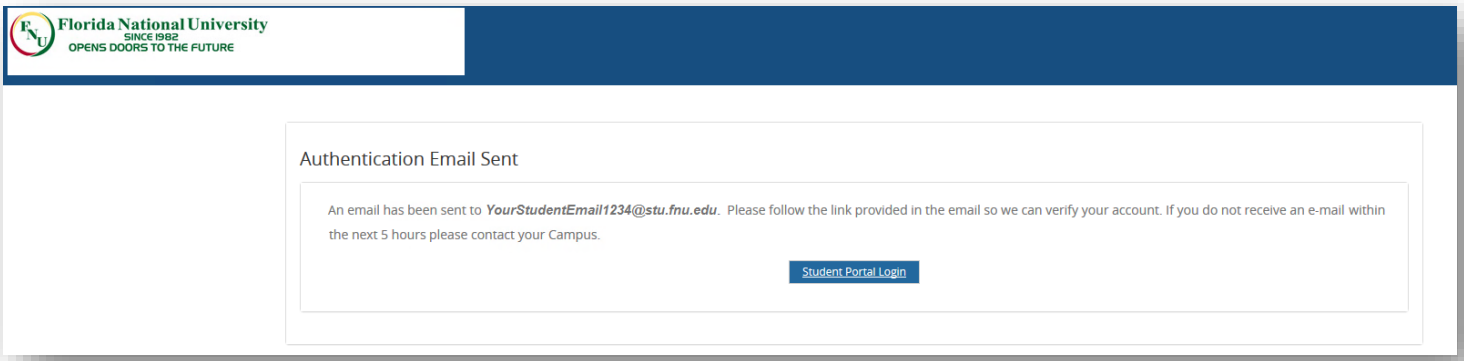
The system will generate your Username. You will need to enter a Password and confirm it. It is very important that you remember the Username.

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

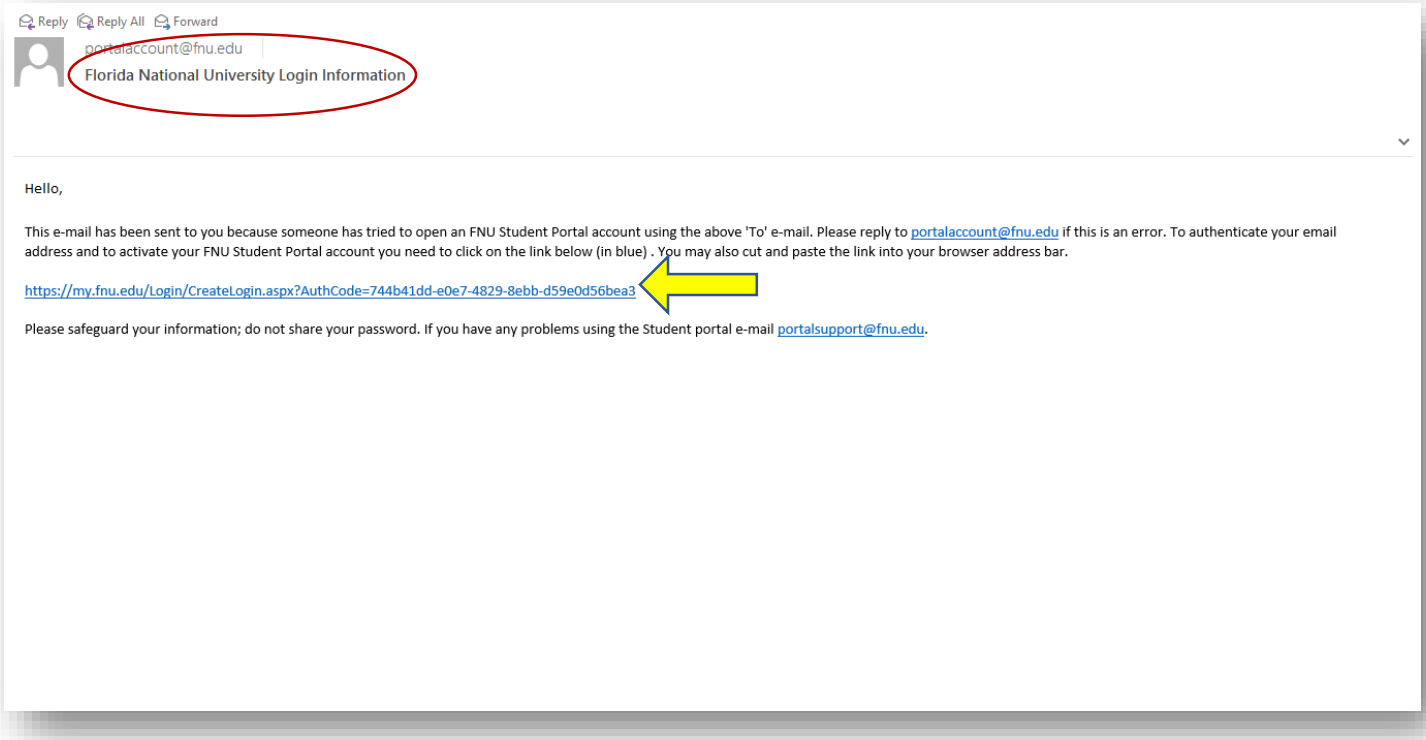
Once you have input a password and confirmed it, click "Submit".



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

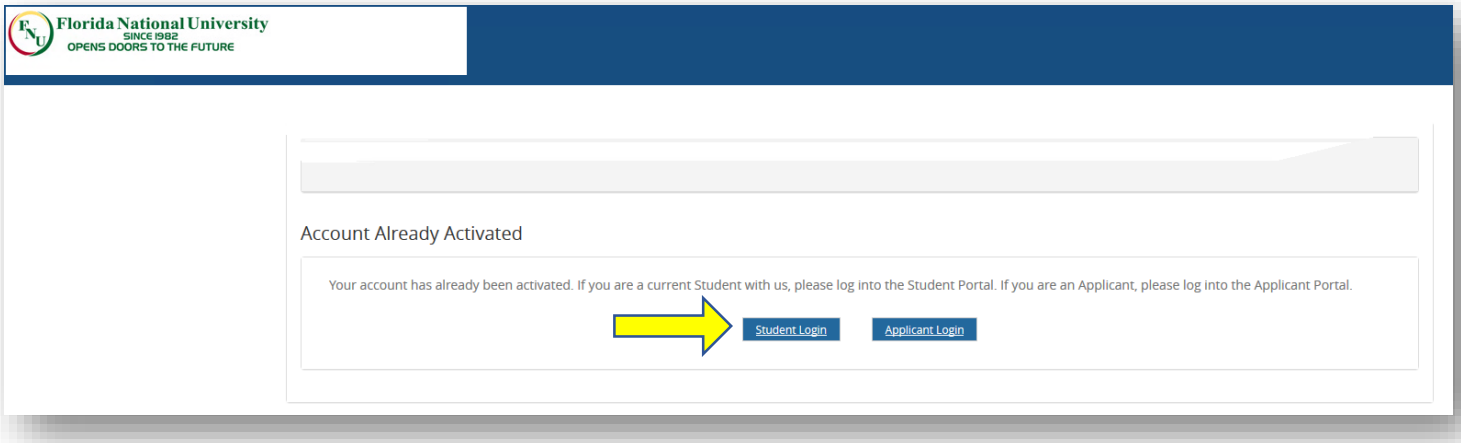


Once you have logged in to your Student Email Account, you will find an email titled "Florida National University Login Information". In this email, there will be a link to activate the Student Portal Account. Click on the link.

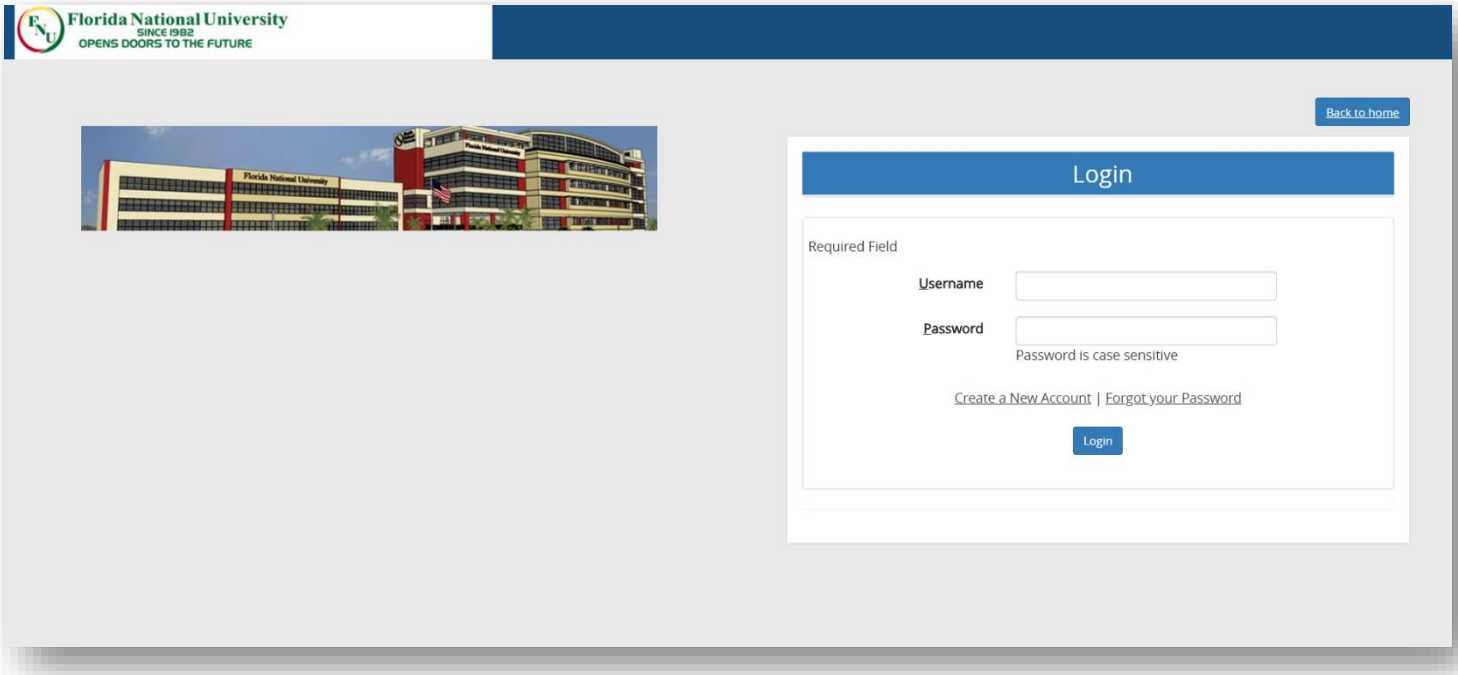


After you have clicked on the link, the confirmation page of the Student Portal Account's activation will display.

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