

How Do I Accept My Statement of Financial Responsibility On The FSCJ Portal?

Option 1:

1. **Login to My.fscj.edu (IHUB)**
2. On the right side in the **To Do List box**, Click on the **Financial Agreement**.

To Do List

Item	Due Date
Financial Agreement 	8-Aug-2017

3. Click on the **Financial Agreement** in the **Task** Column.

To Do List

Task List				
Task	Due Date	Status	Institution	Context Information
Financial Agreement 		In Progress	FSCJ1	Career: CRED Student ID: Career Number: 0

4. Review the Statement of Financial Responsibility. **Click on I Agree** and **Save** to confirm your agreement. Today's date will automatically generate next to the Date.

The screenshot shows the 'Student Task WorkCenter' interface. On the left, the 'Task Details' panel shows 'Student: 1234567' and a 'Task Progress' bar from 0 to 2. Below this, a legend indicates that the 'Financial Agreement' task is highlighted in yellow and 'Complete' is in blue. A red arrow points to the 'Financial Agreement' task. The main content area displays the 'Financial Agreement' title and a scrollable text box containing the 'Statement of Financial Responsibility'. The text includes: 'Access and use of the Florida State College at Jacksonville Student Portal is subject to the following terms and conditions (Agreement) as well as all applicable laws and policies of the College and the State of Florida. By accessing and using this system, you agree to be bound by this Agreement.' It also has a section titled 'PAYMENT OF FEES/PROMISE TO PAY' with two paragraphs of text. At the bottom of the text box, there is a checkbox labeled 'I Agree' which is checked, and a 'Save' button. A red arrow points to the 'I Agree' checkbox. To the right of the 'Save' button is a 'Printable Page' button. At the bottom right, the date '08/09/2017' is displayed. Another red arrow points to the 'Save' button.

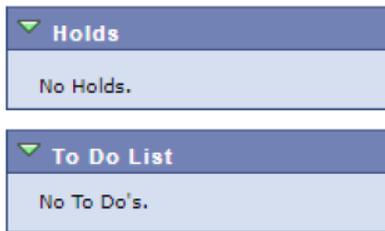
5. The Task Progress bar will highlight green. **Click Next**.

This screenshot shows the same 'Student Task WorkCenter' interface. The 'Task Progress' bar is now highlighted in green, indicating that the 'Financial Agreement' task is complete. A red arrow points to the 'Next' button in the top right corner of the interface. The 'Statement of Financial Responsibility' text is still visible, but the 'I Agree' checkbox is no longer checked. The 'Save' button is also no longer visible.

6. In the Task Details box, the Task Progress reflects completion of the Financial Agreement. **Click Finish.**

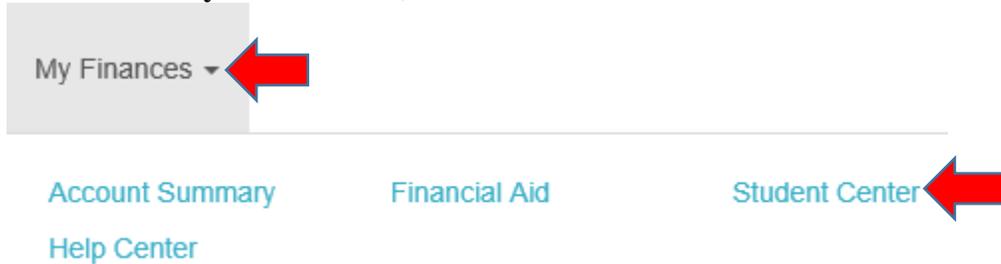


7. On the Student Center, the Student Financial Agreement holds will automatically update and remove from the Holds and To Do List boxes.



Option 2:

1. **Login to My.fscj.edu (IHUB)**
2. **Click on the My Finances tab, Student Center**



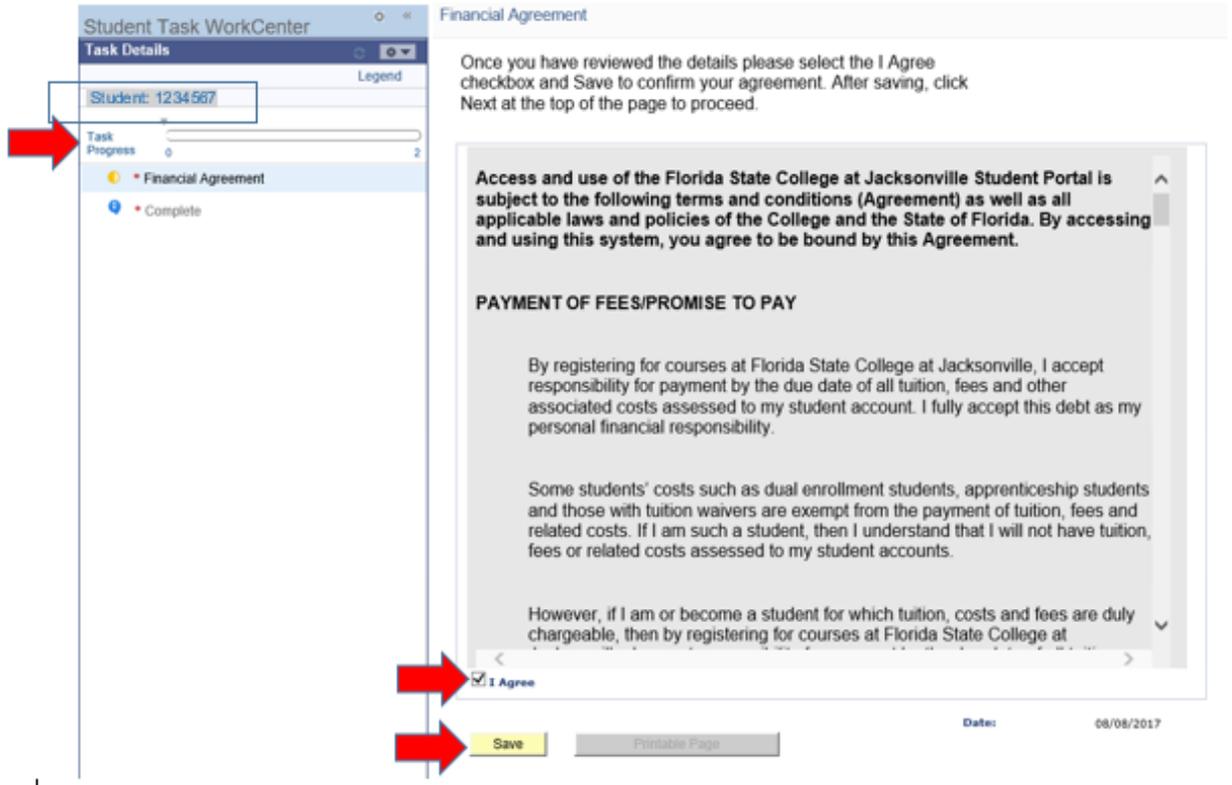
3. To the right, in the **To Do List** box, you will see the **Financial Agreement**. Click on **Financial Agreement**. In the **Holds** box, you may see the **Statement Financial Agreement** list along with other holds outstanding.

Amy's Student Center

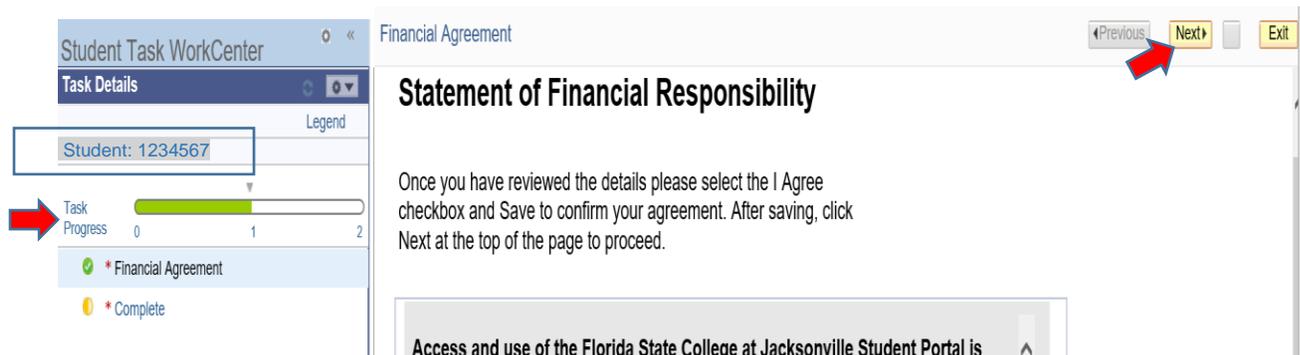
A screenshot of a student center dashboard. The dashboard is divided into several sections:

- Academics:** Includes links for Plan, Enroll, My Academics, VA Education Benefits, and Change My Program Plan. A message box states "You are not enrolled in classes." with an "enrollment shopping cart" link.
- Finances:** Includes links for My Account (Account Inquiry, Class Tuition & Fees, Roll up) and Financial Aid (View Financial Aid, Accept/Decline Awards, Report Other Financial Aid). A message box states "You have no outstanding charges at this time." with links for "enroll in ecashier payment plan" and "Make a Payment or Print a Receipt".
- Search:** A "SEARCH FOR CLASSES" button.
- Holds:** A section with a red arrow pointing to it, containing the text "No Holds."
- To Do List:** A section with a red arrow pointing to a link labeled "Financial Agreement" and a "more" link.
- Milestones:** A section containing the text "No Milestones".
- Enrollment Dates:** A section with a link for "Open Enrollment Dates".

4. Review the Statement of Financial Responsibility. **Click on I Agree** and **Save** to confirm your agreement. Today's date will automatically generate next to the Date.



5. The Task Progress bar will highlight green. **Click Next**.



6. In the Task Details box, the Task Progress reflects completion of the Financial Agreement. **Click Finish.**



7. On the Student Center, the Student Financial Agreement holds will automatically update and remove from the Holds and To Do List boxes.

