



Modern Campus Portal Guide for FHSU Employees

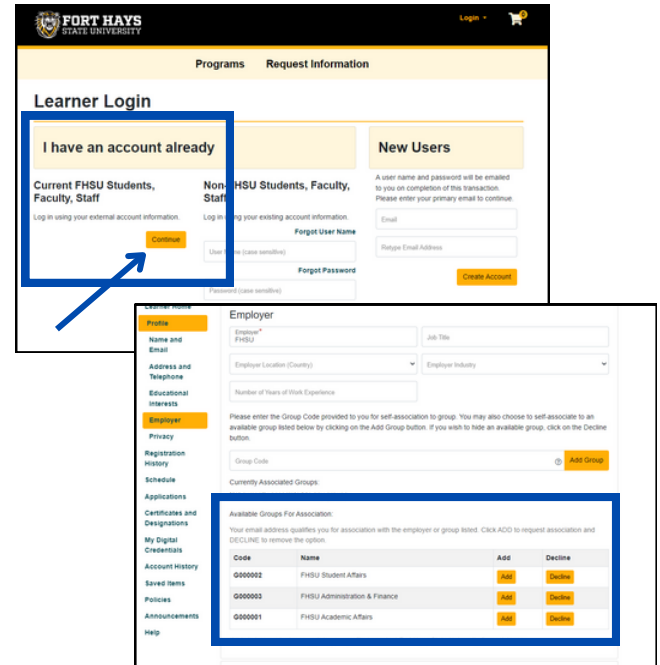


Create an Account

The Modern Campus portal is located at

<https://professional.fhsu.edu/>

- To create an account, select Login > Learner Login in the upper-right corner of the screen.
- On the Login page, click Continue under Current FHSU Students, Faculty, & Staff. This will create an account with your TigerNetID username and password.
- Complete all required Learner Profile information.
- In the Learner Profile, under the Employer section, associate yourself with the FHSU division within which you work--Academic Affairs, Administration & Finance, or Student Affairs. Doing so will allow select* program registrations to be invoiced to the division's Vice President. Decline the division groups you are not a part of.



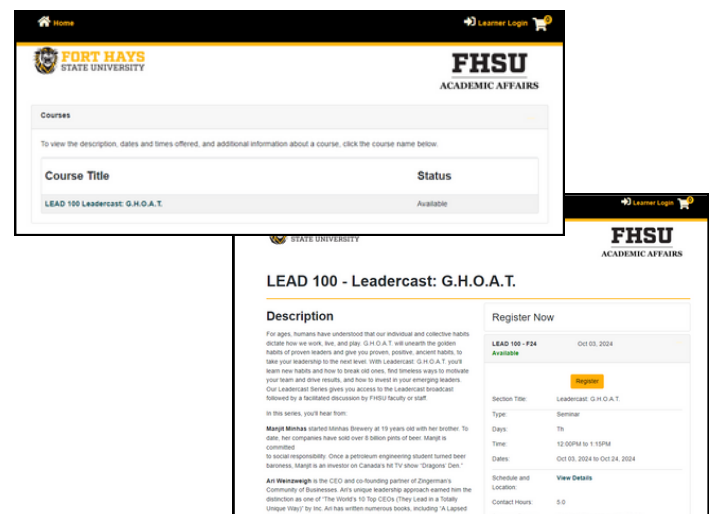
**Not all PCE program registrations are funded by the FHSU Vice Presidents; however, affiliating with your division will ensure that any registrations eligible for funds are captured during the checkout process.*

Register for Programs

To view the programs eligible for funding through your Vice President (Academic Affairs, Student Affairs, or Administration & Finance), navigate to the appropriate partner portal linked below.

[Academic Affairs](#) | [Administration & Finance](#) | [Student Affairs](#)

- Listed on the partner portal are programs for which registration fees will be funded by your division Vice President.
- Click on the name of the program to view details. Expand the gray block on the right side of the page to view the offering schedule and any policies related to registration.
- Click Register to add the program to your cart. Follow the process to Checkout at \$0.00.
- Upon completion of the checkout process, you will receive two emails: 1) confirming your registration in the program, 2) a receipt/invoice.



DO NOT FORWARD YOUR INVOICE to your Vice President!

PCE staff will invoice all employee registrations to the appropriate Vice President collectively.