



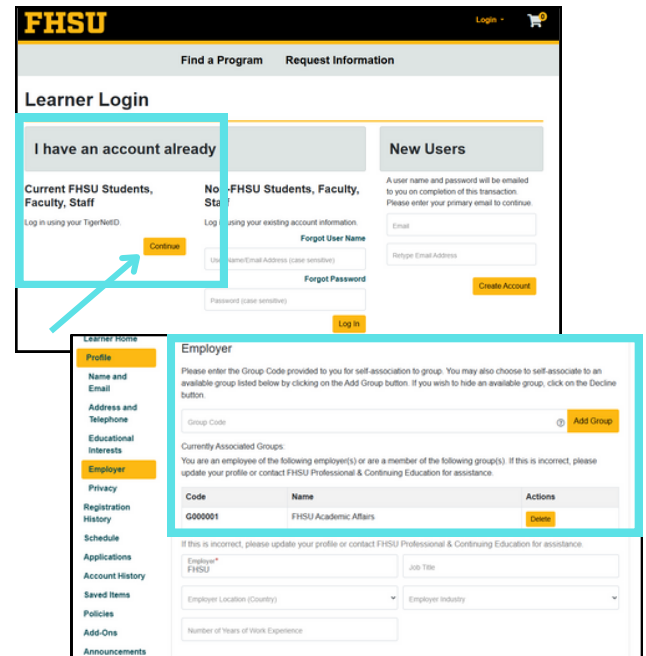
# Modern Campus Portal Guide for FHSU Employees

## 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 by entering the corresponding Group Code.
  - FHSU Academic Affairs: G000001
  - FHSU Student Affairs: G000003
  - FHSU Administration & Finance: G000002

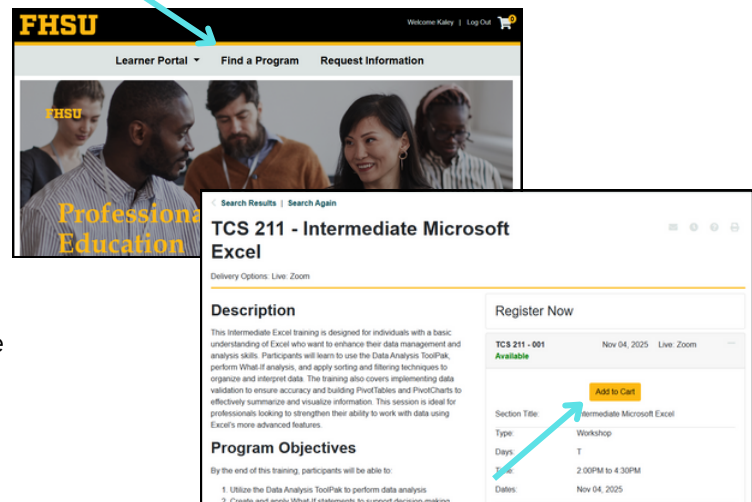


## Register for Programs

To view the programs available for registration, click **Find a Program** on the home page, and use the search tools to find a program that's right for you.

If interested in registering for the program, expand the program information on the right-hand side of the screen to open details about the next available offering. Click **Add to Cart** to add the program to your cart.

After adding a program to your cart, you may "Keep Shopping" for other programs, or select **Checkout** to complete the payment process. Follow the prompts to create your account and/or confirm your profile information and make payment.



## Payment Methods

FHSU Employees should NOT pay for registration with a FHSU Credit Card!!

FHSU Employees should select **Other Methods > FHSU Faculty/Staff** for an interfund, OR **Bill my employer or group** to request registration be covered by their division Vice President.

