

# First Coast University

## Quick Reference Guide

### Log into First Coast University

#### New Users

- From the Sign In screen, click **Create Your Own Account**
- Complete all fields as appropriate on the Account Details page. (All fields displaying a red asterisk (\*) are required)
- Click **Save**

### Forgot password

- From the Sign In screen, click **Forgot your password?**
- Enter your Username (Email address)
- Select **Send by email** or **Answer security question**
- Click **Next**
- Answer Security questions (if set up)

### Change password

- Go to the Self icon on the upper left corner
- Click **Change Password**
- Enter old password and new password (2x)
- Click **Change Password**

### Setting up forgotten password security questions

- Go to the Self icon on the upper left corner
- Click **Question** dropdown to select new question
- Enter **Answer**
- Click **Save**

### Set my default time zone

- Go to the Self icon on the upper left corner
- Click **Profile Details**
- Select **Preferences**
- Select correct time zone from dropdown
- Click **Save**

### Find a course or class

- Click the **Library** icon in the header menu, or click the **Search** icon (magnifying glass) in the header menu to search for a specific course or class

### Enroll in a class (Instructor-led training)

- Go to the Events Calendar in [medicare.fcso.com](http://medicare.fcso.com)
- Click **Register Now** under the desired class
- Log in to First Coast University, then click **Register**
- Select the radio button next to the desired offering
- Click **Submit**

### Enroll in a course (online training)

- Click the **Library** icon in the header menu to see available courses, or click the **Search** icon (magnifying glass) in the header menu and type your search
- Click **Select** button
- Click **Start**

### Drop a course

- Click the **My Courses** from the First Coast University home page
- Place a checkmark next to the course and click **Cancel Registration**

### Launch a webcast

- From the First Coast University home page, click **My Dashboard**
- Click the name of the class under your calendar
- Click **Launch**

### Print handouts

- From the First Coast University home page, click **My Dashboard**
- Click the name of the activity under your calendar
- Click applicable resource links in the **Full Description** section

### Print a diploma

- From the First Coast University home page, click **Completed Training**
- Click the **Diploma** icon next to the course
- Click **Print** or **Export to PDF**

### Print a transcript

- From the First Coast University home page, click **Completed Training**
- Click **Print** or **Export to PDF**

[Need assistance with First Coast University?](#)

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