NEW STUDENTS REFERENCE GUIDE

Welcome to FDU! This guide explains how to create your required FDU NetID. Your NetID is used to access FDU Webmail, WebCampus (the online shells for your courses), and to view your student records via Self-Service.

Please Note: FDU now uses a Single Sign On (SSO), your NetID login credentials, to access WebMail, WebCampus, and Self-Service.

FDU NetID

How to Create Your FDU NetID:

• Open a Web browser and navigate to: https://identity.fdu.edu.

• Click on Request a NetID and follow the instructions for Account Setup.

• Please note the following:

1. Online/Off-Campus students should select Metropolitan Campus.
2. You will need your 7-digit FDU ID.
3. Once your account is created, e-mail can be addressed to either your PRIMARY E-MAIL ADDRESS (e.g. albert_einstein@student.fdu.edu) or your LOGIN NAME (e.g. einstein@student.fdu.edu).
4. If you are having trouble being validated during account creation, contact FDU's 24-hour technical support at 973-443-8822 or fdutac@fdu.edu

WebCampus

FDU's WebCampus (Blackboard) hosts fully online and blended courses. Face-to-face classes may also use the online course shell to store material and/or submit assignments.

How to Access an Online Course Shell:

To access your course, **you must have an FDU NetID account**. You can create an FDU NetID account online (see instructions above). A few days after you have created your NetID account, you will be able to log in to our WebCampus as follows:

1. Point your browser to http://webcampus.fdu.edu.
2. Enter your FDU NetID username (e.g. name@student.fdu.edu) and your FDU NetID password in their respective boxes and click Login.
3. All of the courses for which you are registered will be listed in the box titled My Courses
4. Click on the course name to access the course's contents. You can view the course syllabus, book requirements, assignments, readings, faculty information, etc. by clicking on the navigation links located in the left panel inside a course. Buttons typically have names such as **Course Information** and **Faculty Information**; however, an instructor can customize the look of a course. Be sure to check **Announcements**, shown on the very first page each time you enter a course.

Self-Service

Self-Service gives students, staff, and faculty access to pertinent information in our Student information System.

• By using Self-Service, you can access your student records to **view and print grade reports, transcripts, financial aid documents, tuition statements, and register for courses.** NOTE: In order to access your Self-Service, you must have an FDU NetID account. You can create an FDU NetID online (see instructions above).

• If you have any issues accessing Self-Service please email fdutac@fdu.edu or call them at 973-443- 8822. If you have any technical difficulties using Self-Service, please send an email to webadvisoradmin@fdu.edu. You will receive a response shortly. Self-Service tutorial can be found here: https://it.fdu.edu/self-service-tutorial/