

# How to Access My FPU

**\*\*\*In order to access my FPU, you will first need to set up your Office 365 account and change your password. Unless you have completed this step, you will NOT have the appropriate access to the university services.**

After setting up your Office 365 account, please open a web browser such as:



Google Chrome



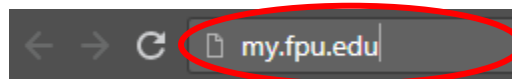
Mozilla Firefox



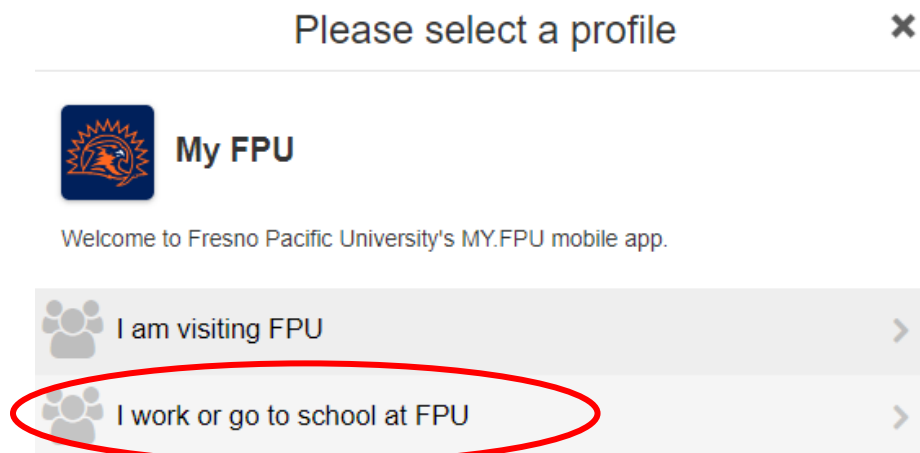
Microsoft Edge

Microsoft Edge

Once you have opened your web browser, type in my.fpu.edu into the address bar and hit enter:

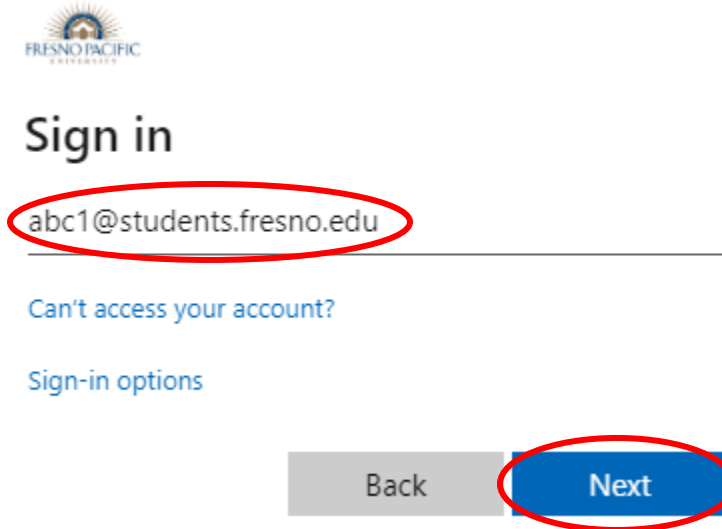


You should then see a screen with “Please select a profile.” Select the option “I work or go to school at FPU”:



You will then see a login screen. Please enter your full student e-mail address and then click “Next”. You can see an example below.

**\*\*\*Please make sure that the word “students” is plural. If you do not include the “s” at the end of student, then you will get an error when you try to sign in.**



FRESNO PACIFIC UNIVERSITY

## Sign in

abc1@students.fresno.edu

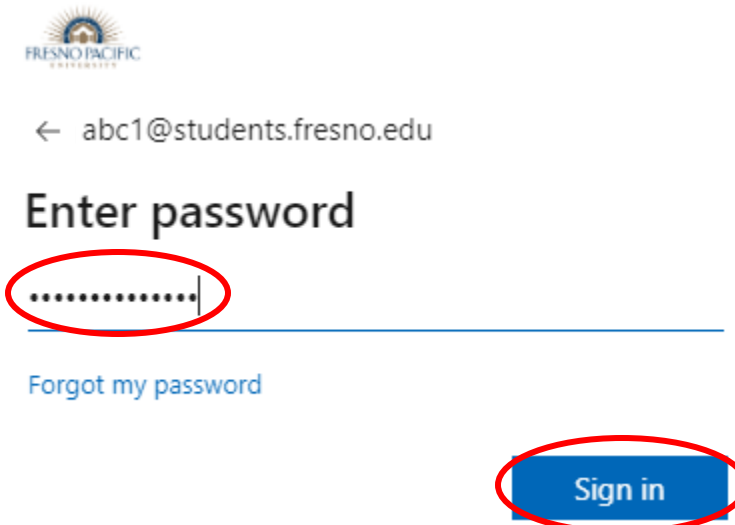
[Can't access your account?](#)

[Sign-in options](#)

Back Next

Next, you will be taken to the password entry screen. Please make sure to enter in your student e-mail/Moodle password and then click “Sign in.”

**\*\*\*Passwords are case sensitive. Please make sure that you do not have your caps lock key on. Additionally, please type in your password carefully if you receive any errors.**



FRESNO PACIFIC UNIVERSITY

← abc1@students.fresno.edu

## Enter password

.....

[Forgot my password](#)

Sign in

You will then need to use your specified authentication method to get into your account. If you used the authenticator app, you will see the following screen below.


**\*\*\*By checking the box “Don’t ask again for 60 days,” you will not have to authenticate your account for 60 days when you use the same web browser on the same device.**

**\*\*\*If you do not have access to one of your authentication methods, please select “Sign in another way” and try to authenticate your account with the other methods you set up previously.**



abc1@students.fresno.edu

## Approve sign in request

 We've sent a notification to your mobile device. Please open the Microsoft Authenticator app to respond.

Don't ask again for 60 days

Having trouble? [Sign in another way](#)

[More information](#)

Afterwards, you should see the following screen below if you successfully authenticated your account. Feel free to check the box “Don’t show this again” and click “Yes”:



abc1@students.fresno.edu

## Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No

Yes

If you are logged in, you should see the following screen:

The dashboard features a top navigation bar with the Fresno Pacific University logo and a search icon. Below the navigation bar is a grid of tiles and widgets:

- Emergency Check In**: A red tile with a megaphone icon.
- FPU Monitoring Coronavirus Situation**: A red tile with a coronavirus icon.
- Watch for Campus Announcements Here!**: A yellow tile with a megaphone icon.
- Alerts**: A blue tile with a warning triangle icon.
- Master**: A blue tile with a document icon.
- Restrictions**: A blue tile with a crossed-out 'X' icon.
- Advisors**: A blue tile with a person and speech bubble icon.
- FPU Forms and Links**: A blue tile with a document icon.
- Fresno Pacific University 75 YEARS 1944-2019**: A blue tile with a '75' anniversary logo.
- Credentialing**: A blue tile with a document icon.
- Office 365**: A blue tile with an envelope icon.
- SYRINX**: A blue tile with the SYRINX logo.
- Time Entry and Human Resources**: A blue tile with a clock icon.
- Online**: A blue tile with a dollar sign icon.
- Sunbird Central Register For Classes Here**: A blue tile with a sunbird icon.
- Library**: A blue tile with a book icon.
- Mobile App**: A blue tile with a smartphone icon.
- Printing**: A blue tile with a printer icon.
- Helpful Links**: A blue tile with a link icon.
- Campus Map**: A blue tile with a location pin icon.
- About FPU**: A blue tile with a sun icon.
- Campus Safety**: A blue tile with a shield icon.
- Bookstore**: A blue tile with a shopping cart icon.
- Athletics**: A blue tile with a person running icon.
- Fresno Pacific University distributing federal CARES Act.**: A blue tile with a photo of a building.
- EXCEPTIONAL THINKERS. SUPPORTIVE COMMUNITY.**: A blue tile with the university's motto.
- hoonuit**: A blue tile with the hoonuit logo.
- Video Tutorials**: A blue tile with a play button icon.
- Read & Write 12.**: A blue tile with a puzzle piece icon.
- Moodle**: A large blue tile with the Moodle logo.
- Weather**: A widget showing temperatures for Fresno (77°/54°), Tomorrow (81°/55°), and Saturday (86°/57°).
- Emergency Notification System (ENS)**: A blue tile with a megaphone icon.
- School of Ed Grant Application**: A blue tile with a document icon.
- Class Schedule**: A blue tile with a calendar icon.
- Grades**: A blue tile with a document icon.
- Squawk Box**: A blue tile with a document icon.
- SGA**: A blue tile with the Student Government Association logo.

# Important Services Offered at the University

If you need to **register for classes**, change your address or phone number, check your grades, request transcripts, or access your tax information then go to the Sunbird Central Tile:



If you need to pay any outstanding fees or **pay for your tuition**, then go to the Online Payment Center Tile:



If you need to **accept/reject your financial aid awards**, then go to the Helpful Links Tile:



If you are a student worker or employee at the university and would like to **complete your time entry** and check your pay advices, then go to the Time Entry and Human Resources Tile:



**Grades** are also located on the website and it will allow you to search your final grades from past courses you have taken:



**Printing** is also an available option for students. This tile will take you to Print.Fresno.edu where all students can send jobs to the copiers from the web:



If you are logged into My FPU you will see a **Moodle** tile that will give you a rundown of your activities and courses to help you keep track:

