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### Accessing the Panther Success Network

To access the PSN, visit [https://my.fiu.edu](https://my.fiu.edu).

Click on the *Login to MyFIU* button.

Log in using your FIU Panther ID # or username and password.

Upon successful log-in, you will see your *Student homepage*.

On the right-hand side, you will find the *Academic Advising* tile. Click on this tile to access all Advising related items.
Click on the Success Network tile found on the Academic Advising page.

To access the Panther Success Network, click on the Go to the Panther Success Network button.

If you wish to view Tutorial materials, click on the Tutorials and Resources link.
You will be redirected to the Panther Success Network website.

Log in using your FIU username and password.

The Student Homepage

Upon successful log-in, your homepage will appear as such.

This is the Student Home page.

On the left-hand side of the Student Homepage, you will find a blue toolbar. This is a fixed toolbar that you will always see when navigating PSN.

In this toolbar, you will find the buttons to return to the Home Page, Conversations, and Calendar.
On the Student Homepage, you will find the following tabs:

- Class Information
- Reports
- Calendar

The Class Information tab shows you your current class enrollment for the semester.

Note: You can view your enrollment history from previous semesters by
using the term dropdown menu. Select the applicable semester and your classes for that term along with your final grades will populate.

If applicable to your course, the midterm grade will be reflected as well.

The Reports tab shows you any documentation that is submitted on your behalf by advising staff, tutors or professors.

In the Reports tab, you will find the following documents:

- Progress Reports
- Advisor Reports
- Tutoring Reports
- Notes

Note: Using the term dropdown menu at the top allows you to navigate through historical reports.
### Progress Reports For Alexander

This student has not received any progress reports for the current term.

### Appointment Summaries For Alexander

<table>
<thead>
<tr>
<th>DATE</th>
<th>REPORT FILED ON</th>
<th>COURSE</th>
<th>FOLLOUP</th>
<th>SUMMARY</th>
<th>DETAILS</th>
</tr>
</thead>
</table>

### Notes About Alexander

<table>
<thead>
<tr>
<th>DATE</th>
<th>CREATED BY</th>
<th>NOTE</th>
<th>NOTE REASON</th>
<th>ATTACHMENTS</th>
<th>ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/15/2019</td>
<td>Rafael Monroe</td>
<td>Term 1058: Reasons Plan Not Student intends to major in...</td>
<td></td>
<td>View Note</td>
<td>4/15/2019</td>
</tr>
<tr>
<td>12/6/2017</td>
<td>Lucinda J.</td>
<td>Term 1279: Reasons Plan Not Student is planning to apply for...</td>
<td></td>
<td>View Note</td>
<td>12/6/2017</td>
</tr>
<tr>
<td>2/20/2017</td>
<td>Alicia Meier</td>
<td>Term 1276: Reasons Plan Not Student is considering to major in...</td>
<td></td>
<td>View Note</td>
<td>11/20/2017</td>
</tr>
<tr>
<td>3/22/2017</td>
<td>Christian Chong</td>
<td>Term 1170: Reasons Plan Not Student is considering to major in...</td>
<td></td>
<td>View Note</td>
<td>11/20/2017</td>
</tr>
<tr>
<td>3/23/2017</td>
<td>Christian Chong</td>
<td>Term 1170: Reasons Plan Not Student is considering to major in...</td>
<td></td>
<td>View Note</td>
<td>11/20/2017</td>
</tr>
<tr>
<td>3/27/2017</td>
<td>Maria Calvo</td>
<td>Term 1172: Reasons Plan Not Student is considering to major in...</td>
<td></td>
<td>View Note</td>
<td>11/20/2017</td>
</tr>
<tr>
<td>4/6/2017</td>
<td>Christian Chong</td>
<td>Term 1172: Reasons Plan Not Student is considering to major in...</td>
<td></td>
<td>View Note</td>
<td>11/20/2017</td>
</tr>
<tr>
<td>4/6/2017</td>
<td>Christian Chong</td>
<td>Term 1172: Reasons Plan Not Student is considering to major in...</td>
<td></td>
<td>View Note</td>
<td>11/20/2017</td>
</tr>
<tr>
<td>6/5/2017</td>
<td>Christian Chong</td>
<td>Term 1172: Reasons Plan Not Student is considering to major in...</td>
<td></td>
<td>View Note</td>
<td>11/20/2017</td>
</tr>
<tr>
<td>5/16/2017</td>
<td>Maria Calvo</td>
<td>Term 1172: Reasons Plan Not Student is considering to major in...</td>
<td></td>
<td>View Note</td>
<td>11/20/2017</td>
</tr>
<tr>
<td>5/20/2017</td>
<td>Maria Calvo</td>
<td>Term 1172: Reasons Plan Not Student is considering to major in...</td>
<td></td>
<td>View Note</td>
<td>11/20/2017</td>
</tr>
</tbody>
</table>
Viewing your Calendar

The Calendar tab allows you to view your calendar. Events that you see on this calendar are color coded by category.

You can also navigate through your calendar to view events in the past, present and future. To navigate click on the today, day, week, and month buttons above the calendar.

Events on your calendar are color coded for easy reading. At the top of the calendar, you will see a legend that assigns specific colors to each type of event.

To print your calendar, click on the Calendar (PDF) link above the calendar.

To view the calendar in list form, click on the List link above the calendar.
Sending a Message

Sending a message to your assigned Success Team members is simple.

Begin by locating your Success Team located below the Schedule an Appointment button.

Below each Success Team member’s name you will find an envelope shaped icon.

Click on the envelope.

A pop-up window will open.

Fill out the applicable fields.

Click on Send Message.

Note: You will also find your instructors listed as part of your Success Team. Messaging on PSN is not being utilized by instructors. Please message your instructor through their preferred method of communication.
Viewing Your Conversations

You can access your Conversations by clicking on the Envelope icon located on the left-hand toolbar.

You will be redirected to the My Conversations page.

Here you will see all Messages sent and received.

You can filter your messages by:
- clicking on the View Personal Messages Only box
- clicking on the View Unread Only box
- Search by Users

Reading Your Messages

When you receive a message in your My Conversations inbox, click on the message Topic to open.

You will be redirected to the message where you are able to read it.

If you wish to return back to the My Conversations page to see the list of
messages in your inbox, click on Back to My Conversations. This will redirect you back.

Responding to Your Messages

When you receive a message in your My Conversations inbox, click on the message Topic to open.

You will be redirected to the message where you are able to read it.
Fill in all applicable information in your return message.

Attach any relevant documentation if necessary.

Click on Send Message.

Scheduling an Appointment

To schedule an appointment with a member of your Success Team (Academic Advisor, College Life Coach, Career Coach, etc.) click on the the Schedule an Appointment button at the

[Image]
top right-hand corner of your Student homepage.

Once you click on the Schedule an Appointment button, you will be redirected to the New Appointment page.

Begin by selecting the type of appointment you wish to schedule.

Next, select from the drop-down menu the type of advising you wish to receive.

Click Find Available Time.
You will now be redirected to the next page. Select from the available days and times presented.

Note: Some advisors have set up appointment availabilities at various locations. If this is the case, you will see multiple locations to choose from.

Before the appointment is scheduled, you will be given the chance to confirm the appointment details.

Click on Schedule button to confirm.
Once you have confirmed the appointment, you will receive a confirmation message as shown.

Note: When an appointment is scheduled, you will receive an email confirming the appointment. A reminder email will be sent before the appointment as well.

If you have questions after reviewing this tutorial, please contact Advising Technology at advtech@fiu.edu.