Shared Access in myFranklin Self-Service
A Guide to Getting Started

Step 1: Click on the link in the Shared Access Invitation email that you receive from myfranklin@fc.edu.

To confirm your invitation, please select this link or copy and paste the URL into your browser:

Confirmation code: ca1ace67-615d-402c-b601-68386a4560678

This invitation will expire on 11/15/2013.

Please feel free to contact your student regarding specific access to the features listed above. The Office of the Registrar (registrar@fc.edu) is also available to assist with any additional questions or concerns.

Sincerely,
System Administrator
Shared Access in myFranklin Self-Service
A Guide to Getting Started (continued)

**Step 2:** After clicking on the link in the email from Step 1, fill in the information required to create your account in the myFranklin Self-Service system, then click [Next].

***Note the required password format***
- Must be at least 7 characters in length
- Must have upper-case and lower-case letters
- Must include numbers
- Must include a special character, for example: ! @ # $ _
Shared Access in myFranklin Self-Service
A Guide to Getting Started (continued)

For subsequent access to your student’s information, go to the Franklin Parent Portal page on our public website: http://www.fc.edu/parents. From there, click on the [myFRANKLIN Shared Access] icon in the upper left corner of the page as shown here:

Step 3:
Enter your User Name and Password (which you specified in Step 2), then click [Log In].

If you forget your password, use the browser’s Back function to go back to the prior page, or click the Forgot my Password link.

Step 4:
Shown below the student’s name will be a list of the items the student has granted you permission to view. Shown here are all possible items that a student can grant you permission to view. Click on any of the items to view the related information.

Step 5:
When you are finished viewing the student’s information, be sure to log out of the system by clicking Log Out at the top of any page.