



ADMISSIONS & RECORDS OFFICE

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My FRC Information

Steps to login to your Student Portal:

1. Logon to: www.frc.edu
2. Click “My FRC” (top right corner)
3. Key in your nine digit Login ID (900xxxxxx)
4. Key in your six digit PIN (all numeric)
(Forgot PIN Click “Forgot PIN” button)
5. Your **TEMPORARY** PIN is your
6 digit date of birth (mmddYR)
(last two of year **1989**)
6. **PIN EXPIRED**: Create a permanent six digit PIN
(something you will remember)
7. **First Time Users**: create a security question (to use if you
forget your PIN number, case sensitive)

Add or Drop Courses:

1. Click on the “Student” tab
2. Click on the “Registration” link
3. Click “Add or Drop Courses”
4. Select a term
5. Click the “Submit” button
6. Enter the four digit Courses Reference Number
(CRN) OR
7. Click the “Class Search” button to search for
courses
8. After all classes are selected click the “Submit
Changes” button
9. You are now officially enrolled

Student Records

Print Schedule:

1. Click on the “Student” tab
2. Click the “Registration” link
3. **Choice 1**:
 - a. Click “Student Detail Schedule”
 - b. Select a term
 - c. Click the “Submit” button
 - d. Print schedule
4. **Choice 2**:
 - a. Click “Week at a Glance”
 - b. Verify “Week of” dates
 - c. Print schedule

Student Records

(view grades and transcripts)

1. Click on the “Student” tab
2. Click on “Student Records”

View Final Grades:

- a. Click “Final Grades”
- b. Select a term
- c. Click the “Submit” button
- d. View grades

View Unofficial Transcript:

- a. Click “Academic Transcripts”
- b. Transcript Level: All Levels
- c. Transcript Type:
Web Transcript
- d. Click the “Submit” button
- e. View Transcript History

Request Transcript:

- a. Click “Request Printed
Transcript”
- b. Complete all information on
all screens
- c. Click the “Continue” button
- d. Click “Submit Request”