Furman Network Instructions

Contents

Password Station Instructions ........................................................................................................................................ 1
Accessing the MyFurman Portal ................................................................................................................................. 7
Furman Email Access Through the Web ...................................................................................................................... 8
Forward Your Furman Email to an External Account ................................................................................................. 9
Online Registration Instructions ............................................................................................................................. 10
Password Station Instructions

Your User ID and password are used for most campus electronic services including the MyFurman Portal, Moodle, and Furman email through Microsoft Office 365. The Password Station (https://fupass.furman.edu/AlMS/PS/Default.aspx) lets you reset your network password and works with your web browser. To use the Password Station, you must first enroll in the system. When you enroll you will be asked to select three challenge questions and answers. Once enrolled, if you forget your password, you will be able to reset your password by correctly answering your challenge questions. The Password Station system will also send you email notices when your password is about to expire, allow you to change your password at any time over the web and unlock your account due to incorrect password entry attempts.

Below are basic instructions for enrolling in and using Password Station.

Enrollment:
I. Enter your User ID in the corresponding field (do not place an FU\ before your User ID). Click I agree.

II. The following page appears. Click continue.
III. Select a question from each drop-down menu and enter in your corresponding answer to each. Click continue.

IV. The following page appears. Click continue.
V. You are now enrolled and can manage your Password Station account from the following page:

Reset or Change Password:

If you forgot your password:

I. Sign in; enter your User ID, enter the letters in the field provided exactly as displayed in the text box (case sensitive, enter space between letter groupings), and click I agree.
II. Once the following page appears, select **Forgot Password**.

III. Enter the appropriate answers to the three security questions selected upon enrollment. Click **continue** after each answer is entered.
IV. Once the page below appears, enter and confirm a new password. The password must not contain two or more consecutive letters that appear in a dictionary. Click continue.

V. The following page will appear once your password has been successfully reset. You will receive a confirmation email verifying the password change.
If you need to Change Your Password:

I. Sign in at the Password Station home page by entering your User ID, then enter the letters in the field provided exactly as displayed in the text box (case sensitive, enter space between letter groupings), and click I agree.

II. Click Change Password option.

III. Answer the three security questions (click continue after each entry).

IV. When the page below appears, enter your current (old) password, then enter your new password. The password must not contain two or more consecutive letters that appear in a dictionary.

The following page appears once you have successfully changed your password.

If you have questions about the Password Station system, please contact the IT Service Center for assistance at (864) 294-3277, service.center@furman.edu, web e-request: http://help.furman.edu.
Accessing the MyFurman Portal

1. Visit [www.furman.edu](http://www.furman.edu). Or, for direct log in to the portal, [http://my.furman.edu](http://my.furman.edu).

2. Enter your Furman network user name* and password.
   * Off-campus log on requires an “fu\" before your username as shown below. If you are logging on from a computer while on the Furman campus, do not put an “fu\" in front of your user name.
Furman Email Access through the Web

1. Log in to the MyFurman Portal (or go directly to outlook.com/furman.edu).
2. On the “Sign In” page, enter same username and password used to access MyFurman Portal
3. Once you have logged in you can access your e-mail inbox by clicking on the “Inbox” option under the “Outlook” section of the page.

   - For your initial log on session, you will be asked to configure your Office 365 settings, such as setting the time zone, etc. Check out the Quick Start Guide under the “Start Here” heading if you have any questions

*Coming Soon*

A web-based version of the entire Microsoft Office suite will soon be available at no cost to all Furman students with a network account. Check the Announcements section of your MyFurman home page for more information as it becomes available.
Office 365 Forward Mail to an External Account

1. Click on the drop down menu to the right of your name. Select “Options”.

2. On the “My Account” screen click the “Forward your e-mail” button on the right side “Shortcuts to other things you can…”’ panel.
Enter your Furman network user name* and password.

* If you are logging on from a computer on the Furman campus, do not put an “FU\” in front of your user name. Off-campus log on requires an “FU\” before your username as shown below.
1. Once you have logged onto the portal, select **ARMS for Students**.

2. Choose **Select Course Sections to Add for CAP**.

3. Skip the Synonym field, choose Your **Subject**, enter the **Course Number***, the **Section Number** (01 for all UES courses unless otherwise noted on schedule), choose the **Term** and select **Submit**.

*If course number ends with an “E”, then you must enter an “E” in the course number field box (i.e., for BUS-340E, enter 340E).
Under Action, select the Register option for each (or all) of your chosen courses and select Submit.

The courses will then move from Preferred Sections to be listed under Current Registrations. Your registration is complete.