PANTHER SUCCESS NETWORK (PSN)
STUDENT MANUAL
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 Center*.

On the right-hand side, you will find the *Panther Success Network*.

Click on the *Panther Success Network* link.
You will be redirected to the *Panther Success Network* website.

Log in using your FIU username and password.

Alternatively, you can access the *Panther Success Network* by clicking on the *My_eAdvisor Student Dashboard* link under *Academic Advisement*.

The *Panther Success Network* will open.

Click on *Take Me to the Panther Success Network* to be redirected to the platform.
You will be redirected to the Panther Success Network website.

Log in using your FIU username and password.

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
- Send a Message

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.

Note: Using the term dropdown menu at the top allows you to navigate through historical reports.

**Viewing your Reports**

To view a report created, click on the **View Report** link found in the **Details** column of the report table.
A pop-up window with the report will open.

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.

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.
<table>
<thead>
<tr>
<th>Syncing Your Calendar</th>
</tr>
</thead>
<tbody>
<tr>
<td>You can sync your personal calendar to the <strong>SSC Campus</strong> tool. This is a one-time process that should be completed prior to scheduling appointments.</td>
</tr>
<tr>
<td>On the left-hand toolbar, click on the <em>Calendar</em> icon. You will be redirected to the <em>My Calendar</em> page.</td>
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<tr>
<td>Click on the <em>Subscriptions</em> tab found at the top of the page.</td>
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<tr>
<td>You will find two different types of integrations listed. Select <em>Setup Calendar Integration</em>.</td>
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<tr>
<td>You will be redirected to another page where you can select from the integrations that correspond to your calendar of preference.</td>
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<tr>
<td>Follow as instructed.</td>
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<tr>
<th>Sending a Message</th>
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<tr>
<td>The <em>Send a Message</em> tab allows you to initiate communication with your assigned success team members (advisors, professors, tutors, coaches, etc.)</td>
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</tbody>
</table>
From the list, select the team member you wish to send a message to.

Click on the *Actions* dropdown menu.

Select *Send a Message*.

A pop-up window will open.

Fill out the applicable fields.

Click on *Send Message*.

To the right-hand side, you will find a series of features that can be used.

You will see the *Get Advising button, Quick Links, Upcoming Appointments, and Your Success Team members.*
Scheduling an Advising Appointment

To make advising appointments, click on the Get Advising button on the Student Home page.

Next, select the service category (your major) that applies to this appointment.

Select General Advising as the reason for this advising appointment.

Press Next.

Select the applicable location of the advising office you will visit.
Select the name of your assigned advisor from the dropdown menu.

Press Next.

Once you select your advisor, you will be redirected to a weekly breakdown of the days your advisor has availabilities. You can navigate from week to week using the arrows above the availability calendar.

Select the time block (morning or afternoon) that you wish to meet with your advisor.

Making this selection will show you the times that your advisor is available to meet with you. Select the time of your preference.

Press Next.

Once you make this selection, you will be shown the Appointment Details.

Press Confirm Appointment.
Once confirmed, you will receive a confirmation message with appointment details for your records.

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.

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**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.

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