Eastern Florida STATE COLLEGE

Student Online Quick Reference Guide

This guide can be used to assist you with the most commonly asked questions

How do I access myEFSC?

myEFSC login can be accessed on the college website at easternflorida.edu

Click on Logins > select myEFSC. The Welcome page will open. Click > Log in to myEFSC

> Enter your EFSC Email Address
> Enter your Password

- For newly admitted students, your myEFSC initial log-in information is the following:
  Username: lastname.firstname@titans.easternflorida.edu
  (example: for John Doe, doe.john@titans.easternflorida.edu)

  Password: MMDDYY-EfscDefault
  (the date format is your date of birth)
- After setting up Microsoft two-factor authentication, you can hit the link to Forgot My Password to set a different password
- Previously admitted and returning students, your myEFSC password is the password you last used to log in
- To obtain your Student Email or Password, click on *Retrieve My Student ID* or *Email Address* or *Reset my Password* under the *Log in to myEFSC* button



If you experience problems, call the
IT Tech Support Desk at 321-433-7600.

All actions can be initiated by logging in to myEFSC

How do I check "holds" on my account?

Select Message Center

How do I access my Student Email?

Select Student Email

How do I get a parking permit?

Select Titan Web Student > Student Records > Parking Permit
Note: Once you click Request Permit, the fee will be assessed

How do I update my address and phone?

Select Titan Web Student > Student Records > Personal Information

How do I send documents to EFSC Offices?

Go to **Student Document Dropbox**

Click Choose File to populate the file field with your document. Select the Send to drop down box to select the receiving office > click Upload. *The Dropbox accepts PDF, DOC, DOCX, JPG and RTF document types only.* If you have questions, click the FAQ icon for further information

How do I schedule an Advising or Admissions Appointment?

Under the Student Services Appointments, select Book

How do I register, drop, or withdraw from classes?

Select Titan Web Student > Registration/Add/Drop/Withdraw from Classes

Note: Students may not register, drop, or withdraw after the published appropriate deadline.

How do I view my class schedule?

Select Titan Web Student > Student Records > Student Profile > Student Schedule

How do I purchase my books?

Select Titan Web Student > Order Textbooks

Mobile - Friendly Website Tips: easternflorida.edu/go/webtips
Helpful Tutorials: easternflorida.edu/go/tutorials

All actions can be initiated by logging in to myEFSC

How do I check my Financial Aid status?

Select Titan Web Student> Financial Aid

Check your Overall Status, Eligibility and Offer Information, by clicking on the appropriate link and following instructions.

How do I pay my EFSC bill online?

Go to Account Summary section. Select Pay Tuition.

Note: Tuition & Fees information can be found at: easternflorida.edu/admissions/tuition-and-fees/

How do I get my Refund?

You will receive your BankMobile Refund Selection Kit mailed to your Student Mailing Address that is on file with EFSC. To verify address, log on to myEFSC > Student Records > Personal Information.

Log into refundselection.com > select Get Started > enter your personal code to choose your refund preference (e.g., Direct Deposit into your bank account or open a BankMobile Vibe account, for same day deposit.)

How do I view my grades?

Go to Grades section

How do I view my Unofficial Transcript?

Select Titan Web Student > Student Profile > Unofficial Transcripts - Florida Shines

How do I request an Official Transcript?

Select Titan Web Student > Student Records > Transcript Request

How do I track the Status of my Transcript request?

Select Titan Web Student > Student Records > Transcript Request Status

How do I request an Enrollment/Degree Verification?

Select Titan Web Student > Student Records > Enrollment Verification Request

Students can:

- Print enrollment verification certificates to send to health insurers, housing providers, and other third party requesters
- Obtain a list of student loan lenders and link to realtime loan information

Note: Term enrollment and verification will not be available until after the Add/Drop period

How do I complete a Degree Audit?

Select myGPS

Note: If your program information is incorrect, submit a Major Code Change Form to Admissions through the Student Document Dropbox

How do I apply for Graduation?

Select Titan Web Student > Student Records > Apply to Graduate



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