

Instructions for Accessing Online Records

If you have any questions regarding your PIN, please contact IT at (978) 665-4500.

1. Launch Internet Explorer on your PC.
2. Enter the following URL into the address bar: <http://web4.fitchburgstate.edu> .
3. Click 'Enter Secure Area'.
4. Enter your **Student ID** @00000000 -OR- **SSN** 010000100. Enter your secure **PIN***. Click 'Login'.

****First Time Users: If you have not logged in before, your PIN will be your birth date (mmddyy).***

Once you have entered your ID and PIN, you will immediately be prompted that your old PIN has expired. You must create a new pin. Your PIN must be exactly 6 characters (numbers or letters or both).

Once you have entered the new PIN twice, you will be brought to a Login Verification Security and Answer screen. You will need to create a question and response to help you remember your PIN if it is forgotten.

To verify your enrollment and view your semester schedule:

1. Click on Student.
2. Click on Registration.
3. Click on Select Term. Select the term (current) and submit.
4. Click on Student Detail Schedule.
5. Your course(s) and schedule for the semester will display.
6. To print your schedule, click the print icon on the toolbar at the top of the screen.

To view charges/make a payment:

1. Click on Student.
2. Click on View Charges and Make Payments.
3. Click on the View Charges - Pay Bill link. This will bring you out to a secure payment site.
4. You will see your balance. You can click on the "View Current Activity" link located to the right of the balance due to view your account or you can click on the "Make a Payment" link.
5. Click on the "Pay" link located next to the balance due and follow the instructions for making your payment.
6. Once your payment information is received you will receive an email at your FSU email account.
7. Once finished, you can close out of the payment page and go back to web 4 self-service. If you have questions regarding your balance due or payment you can reach the Student Accounts office at (978) 665-4126.

To view your personal information:

1. Click on Personal Information at the top of the screen.
2. Select a menu option and follow the instructions – you can change your pin, and view other personal information like your address and email.

To check your grades at the end of the course after they have been submitted by your instructor:

1. Click on Student.
2. Click on Student Records. Then click on Final Grades.
3. Select the term (current) and click submit. Any grades submitted for that semester will display. If the term is not an available option then no grade has yet been submitted for that semester.

To view your unofficial transcript:

1. Click on Student.
2. Click on Student Records. Then click on Academic Transcript.
3. Choose your transcript level (or leave All Levels to see both Undergraduate and Graduate) and click Submit.

To exit at any time, click on the EXIT button on the top, right side of the screen.