FIU

**Academic &
Student Affairs**

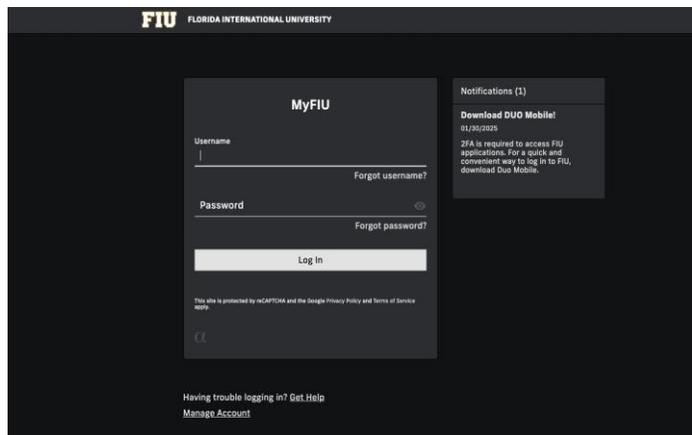# NEW Panther Success Network (PSN)
Student Manual

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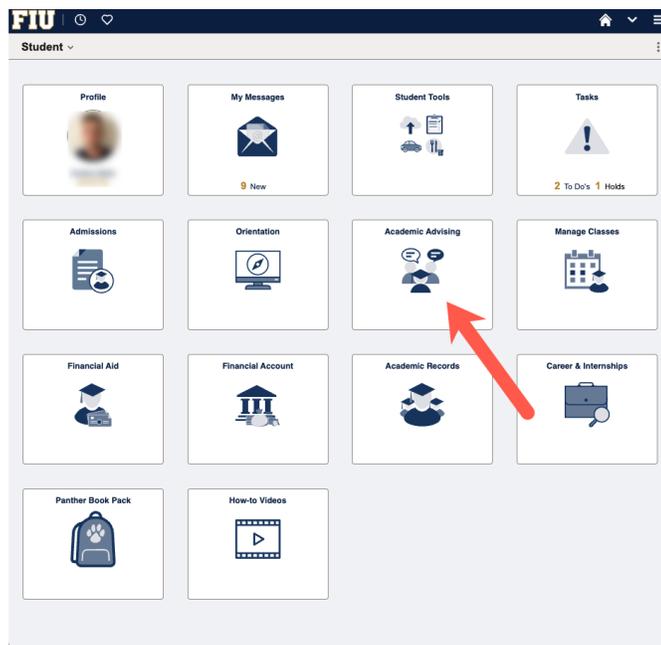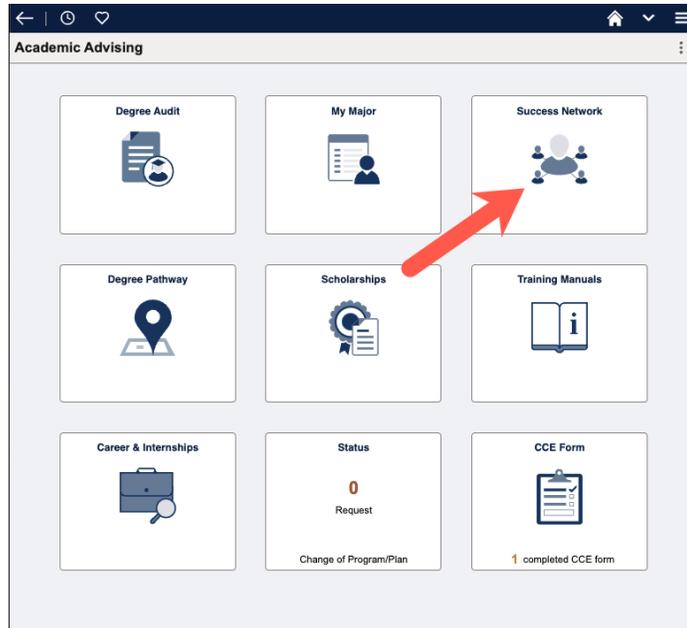|	
Accessing the Panther Success Network To log into the Panther Success Network, visit https://my.fiu.edu Click on the *Login to myFIU* **button.**	
Log in using your FIU Panther username and password.	
Once you are logged in, you will see your **Student** homepage. Click on the *Academic Advising* tile.	

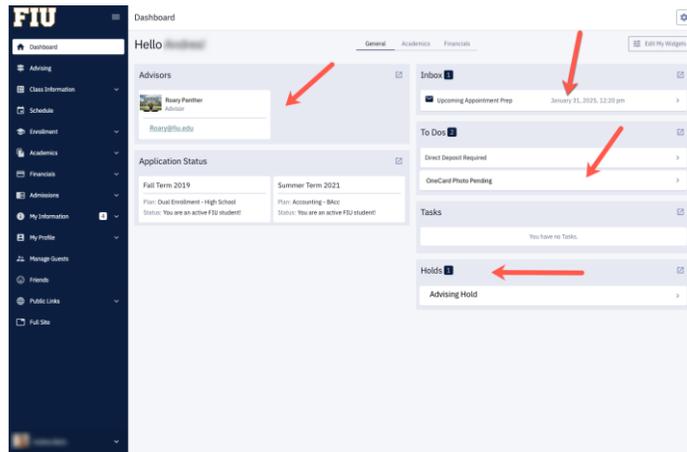|	
Click on the *Success Network* tile.	
There are two buttons on this page: • **Top button** – Use this to reach your Academic Advisor (new Panther Success Network). • **Bottom button** – Use this for Coaching and Tutoring (old Panther Success Network).	
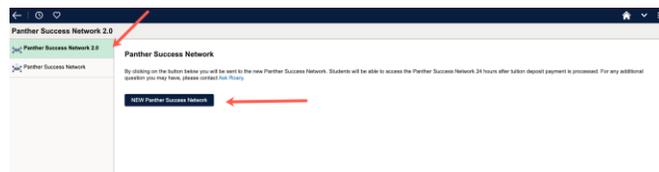
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Your Student Dashboard Your **Student Dashboard** is your central page to all thing's student resources related. Here is where you will: • See who your assigned academic advisor is • View personal messages • View Holds • View Tasks and To-Do's • And more!	
Viewing your Assigned Advisor You can see who your assigned advisor is from your **Student Dashboard.** You can also see your assigned advisor from the **Advising** page. Begin by locating the **Advising** option located on the menu on the left-hand side of your **Student Dashboard.** You will be redirected to a new page where you will be able to see • your assigned advisors • Upcoming Appointments • Past Appointments	
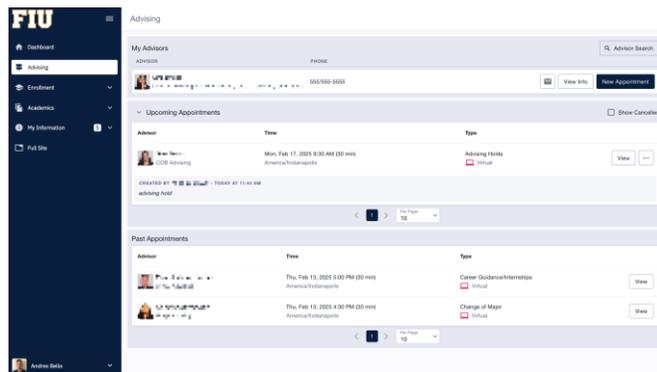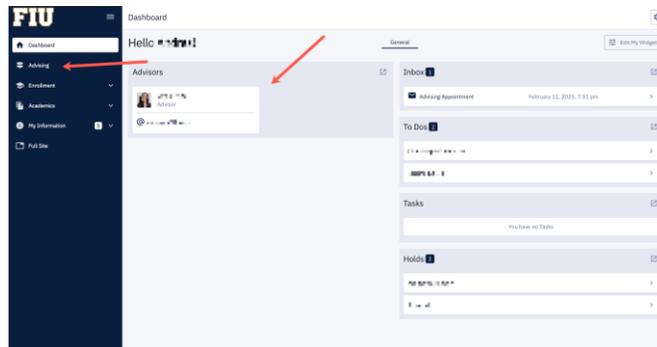
You will also have access to sending your assigned advisors messages and to schedule new appointments.
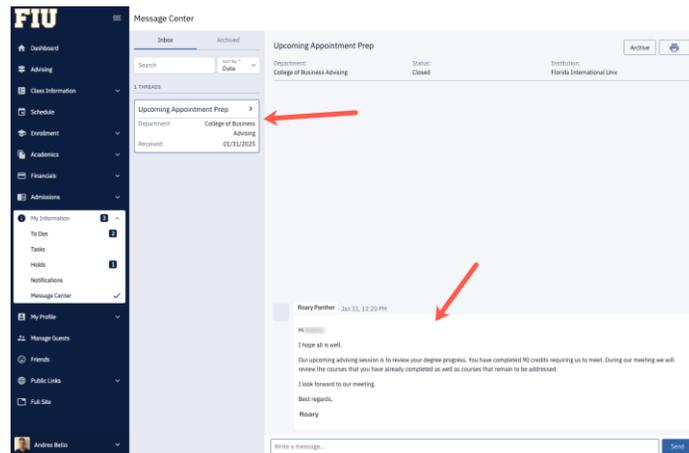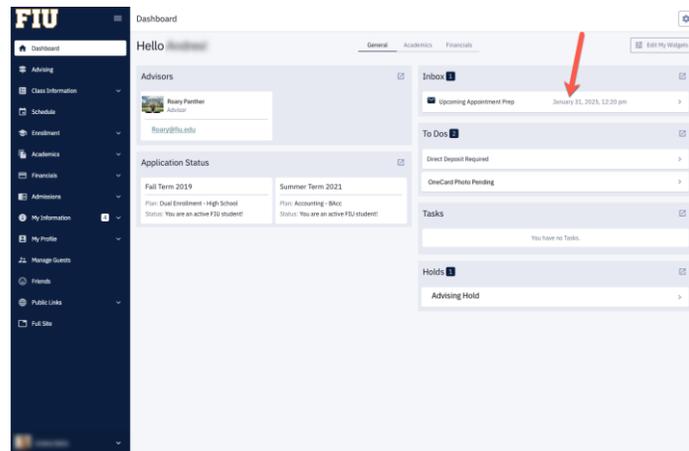
Reading your Messages

When you receive a message on the *Panther Success Network*, you will receive an email alerting you of it in your FIU inbox.

To read the message, log into the *Panther Success Network* and click on the message on your Dashboard.

You will be redirected to where you will see the different messages you have received.

Click on the message that you wish to read.

The message will appear on the right half of the screen.
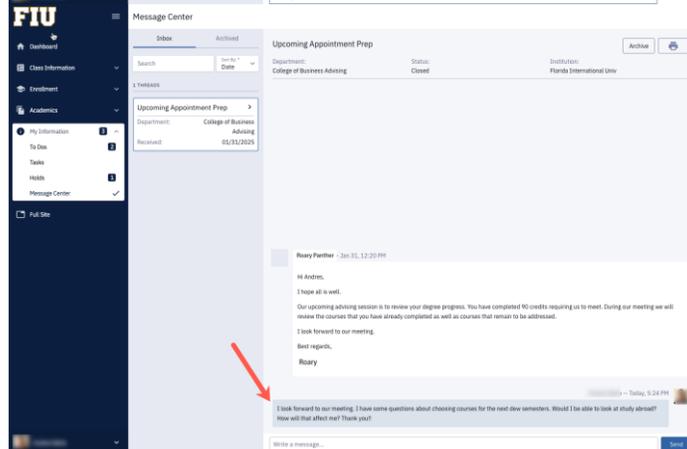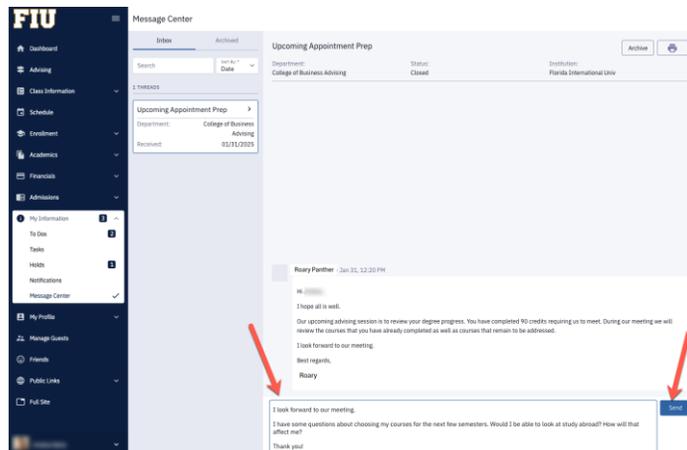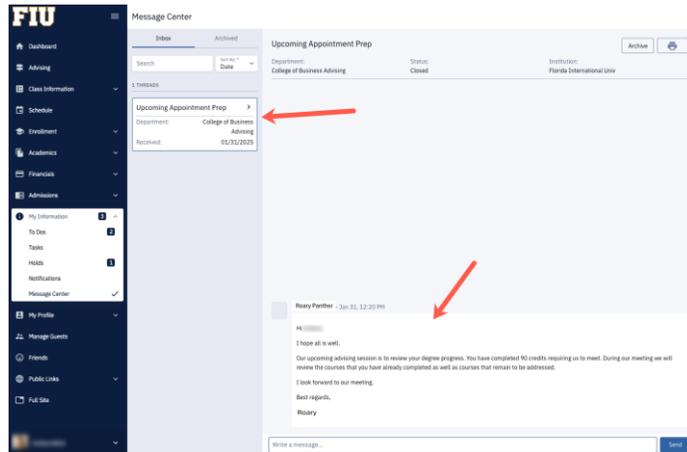
Responding to your Messages

After you open your message, you will be able to respond.

Towards at the bottom of the screen, there will be a text box.

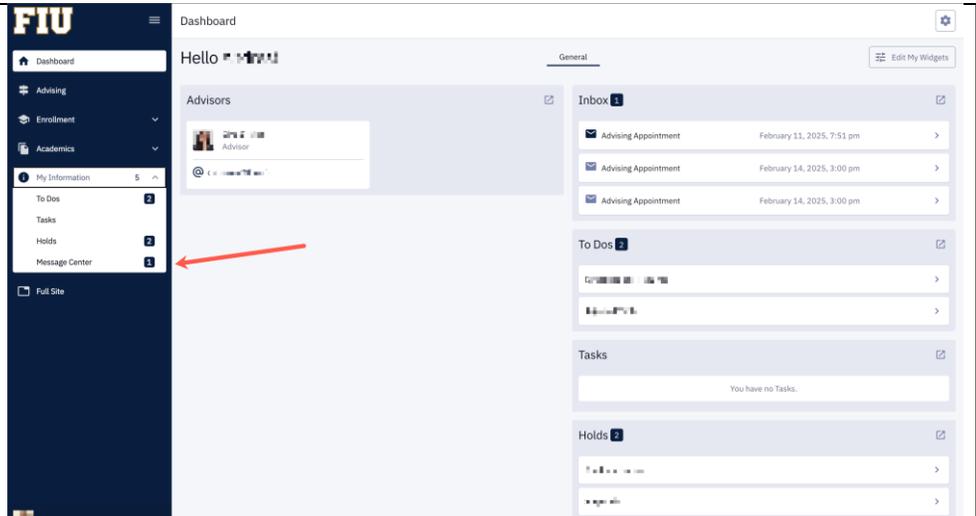Here you will draft your response to this message.

Press **Send.**

Your message history will be date and time stamped.

For future reference, you will find these messages in your *Message Center.*
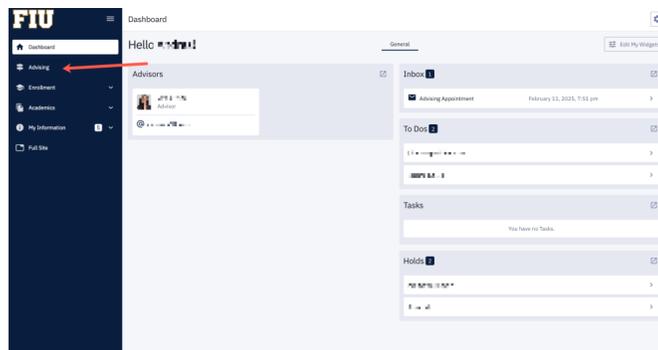
The *Message Center* can be found by navigating to the *My Information* tab.

Creating a New Message

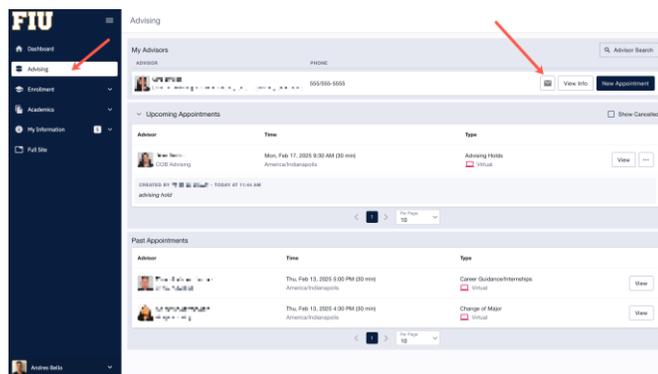From your *Advising* page, you will be able to create new messages to your assigned advisor.

Begin by navigating to your *Advising* page.

You will see the [envelope] button located to the right of your advisor's information.
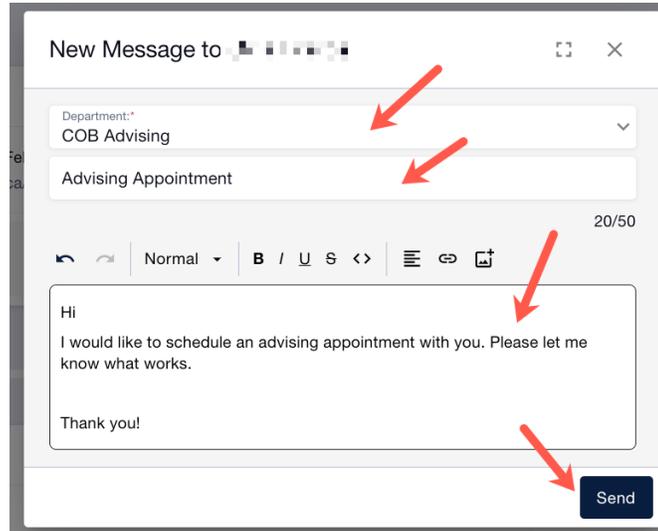
Click on the [envelope] button.

A popup will open.

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Under the current configuration, you will be prompted to do the following: • select the ***Department*** that your assigned advisor belongs to. The ***Department*** your academic advisor will belong to the College that your major is found. • Provide a ***Subject*** related to your message. In essence, why are you emailing your academic advisor? • Compose your message. When ready, click on the ***Send*** button.	
Scheduling an Appointment To schedule an appointment with your assigned academic advisor, begin by navigating to your ***Advising*** page. Click on ***Advising*** found on the menu located to the lefthand side of your ***Student Dashboard.*** You will be redirected to your ***Advising*** page.	
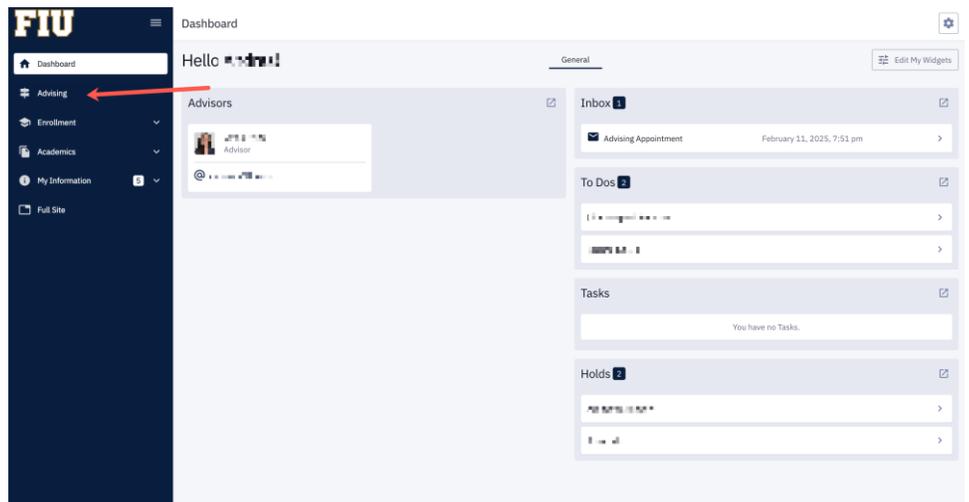
Click on the **New Appointment** button located to the right of your **Advisors'** information.

You will be prompted now to select the following:
- **Department**
- **Appointment type.** Select from the list of reasons that appear for you to choose from.
- **Meeting Mode.** How would you like to meet with your advisor?
- Please tell your advisor why you would like to meet with them.

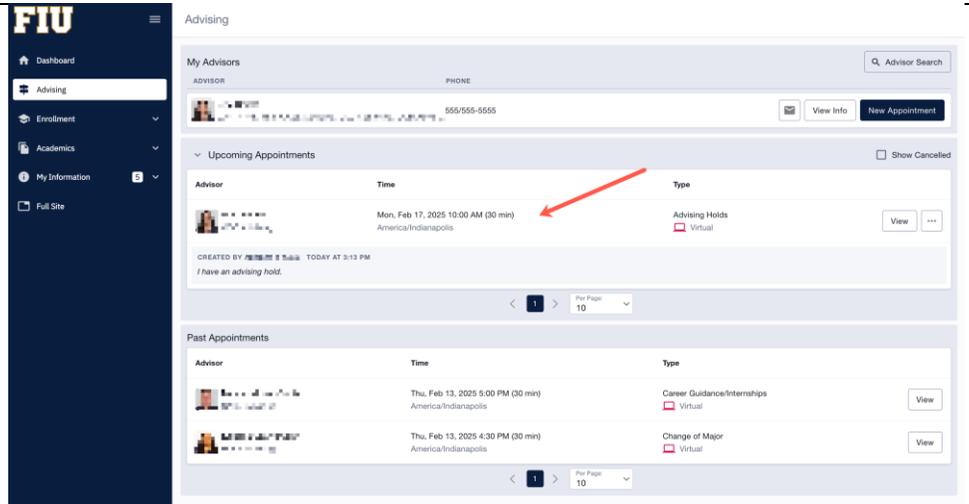Select the date that you would like to meet.

You will see dates that are available are in **bold.**

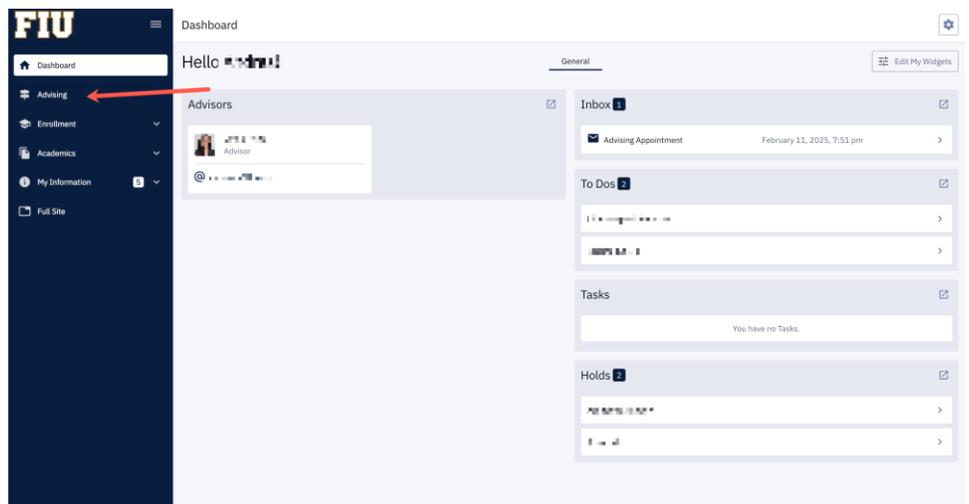**Select the time that works for your schedule from the options that appear.**

One done click on the *Schedule* button.

Your appointment will appear on your *Advising* page.
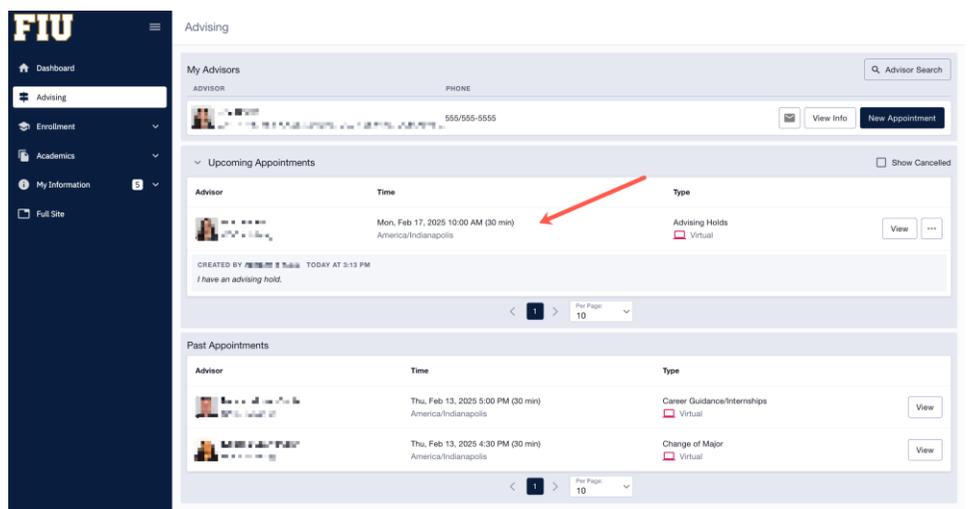
Rescheduling/Cancelling an Appointment

Appointments that are scheduled can be rescheduled or canceled prior to the scheduled appointment times.

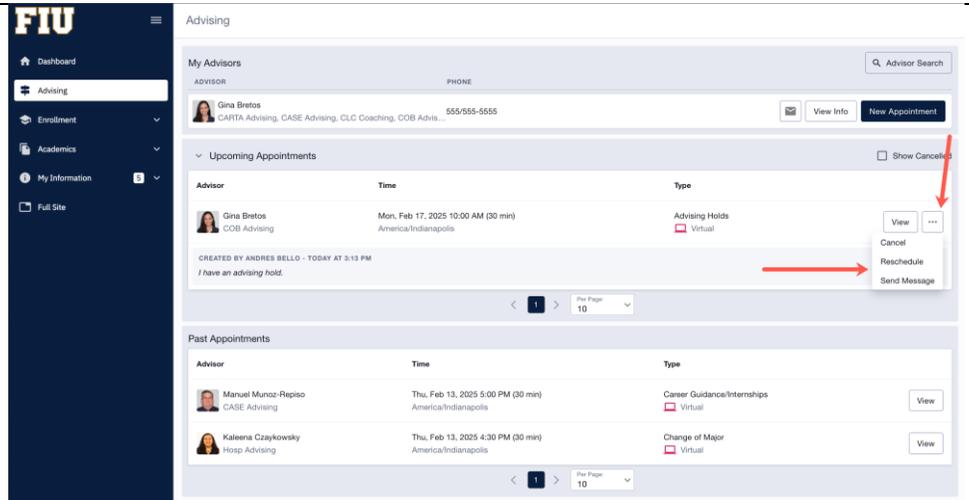To cancel or reschedule your appointment, begin by navigating to your *Advising* page.
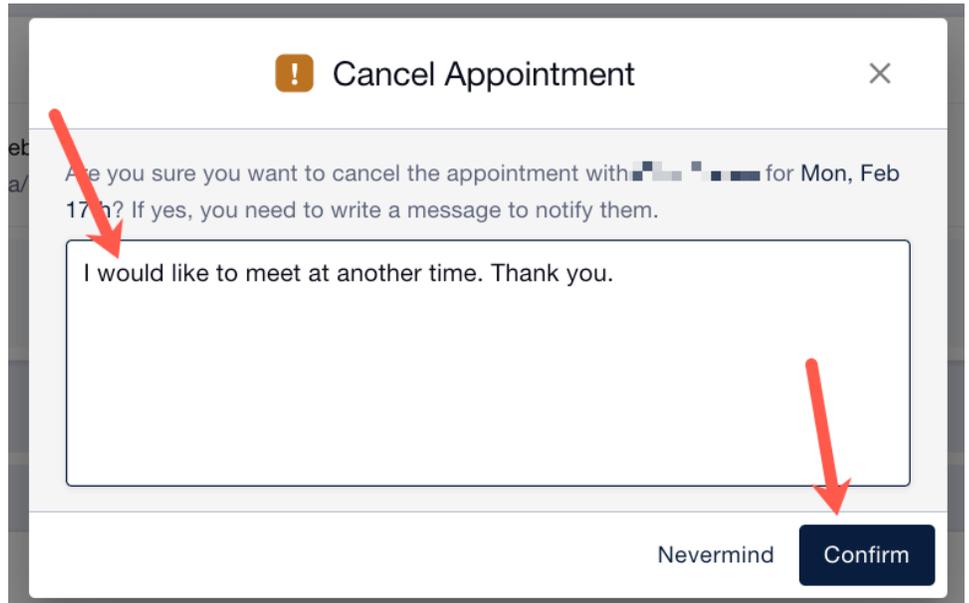
To cancel or reschedule, click

on the [···] button,

You will now see the Cancel, Reschedule and Send Message options listed.
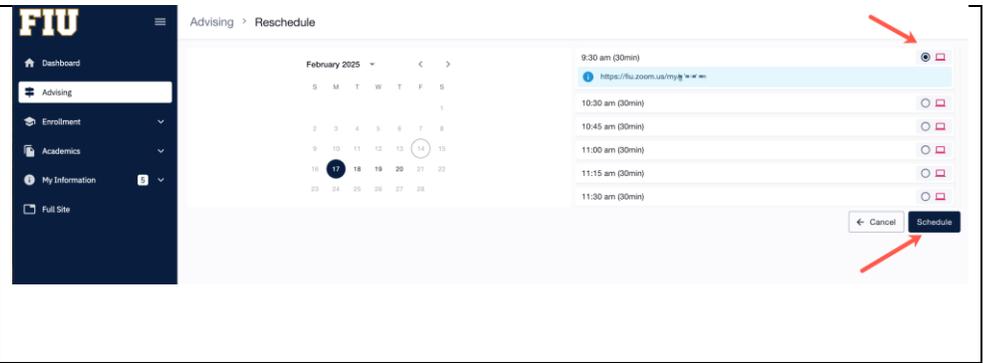
Select **Cancel or Reschedule.**

To Cancel, you will be prompted to provide a comment. When ready, confirm the appointment cancellation.

To reschedule, you will be redirected to select another meeting time. Select the new meeting time from the options provided and then click on the Schedule button.

If you have questions after reviewing this tutorial, please visit: **https://dasa.fiu.edu/all-departments/ask-roary/** **to fill out the formulary on this site.**