



## Panther Success Network (PSN) Student Manual

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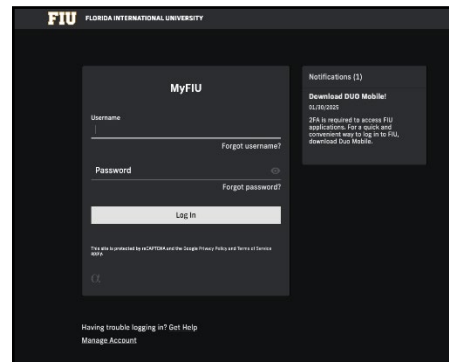
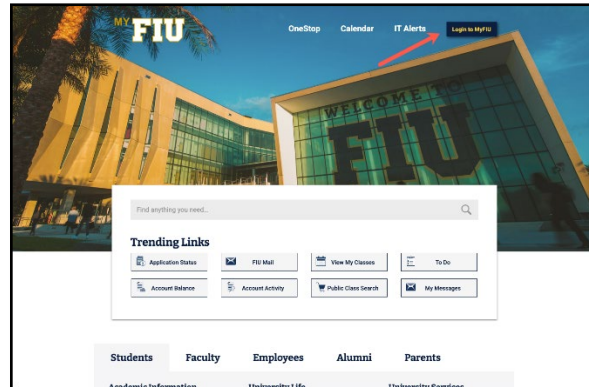
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## Accessing the Panther Success Network

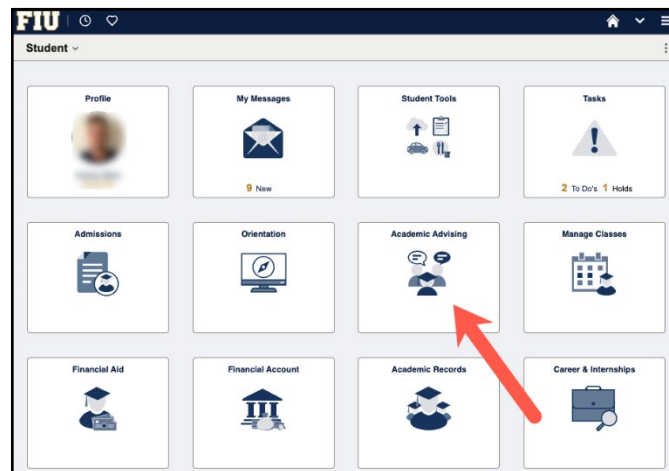
To log into the Panther Success Network, visit <https://my.fiu.edu>

Click on the **Login to myFIU** button.

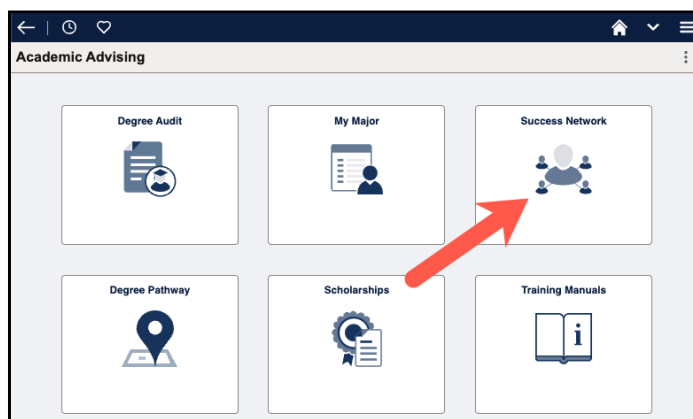
Log in using your FIU Panther username and password.



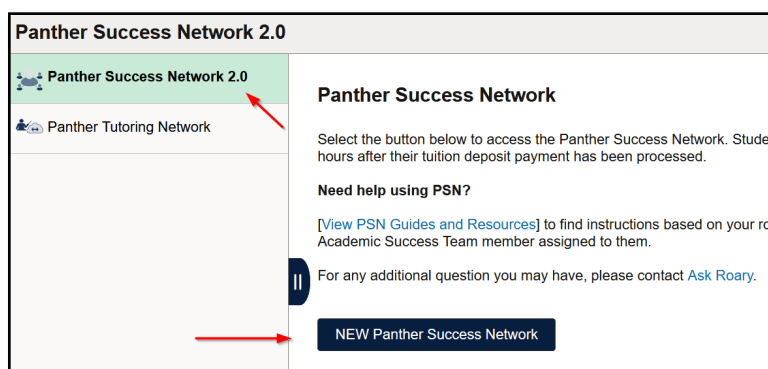
From your Student homepage, click on the **Academic Advising** tile.



Click on the **Success Network** tile.



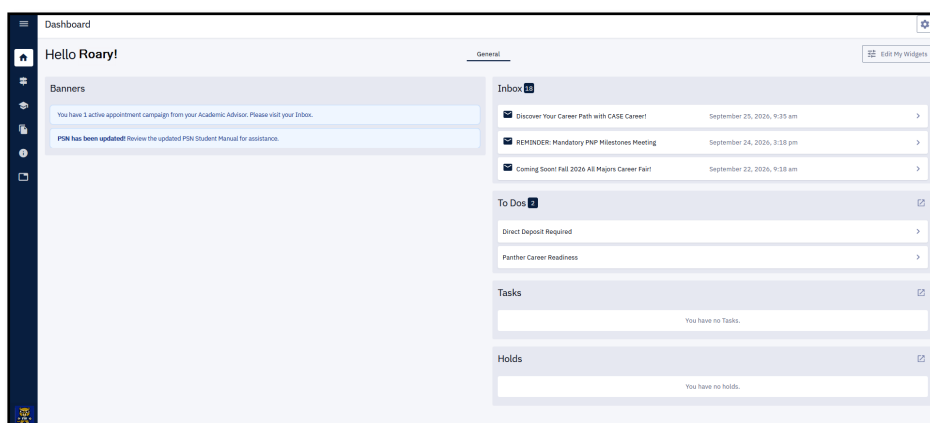
Click on **Panther Success Network 2.0** on the left menu.



Click on the blue button labeled **NEW Panther Success Network**

## Your Student Dashboard

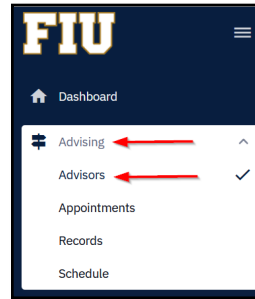
Your dashboard brings together important university notices, your latest messages, and any To Dos, tasks, or holds that need your attention



## Your Assigned Advisor(s)

To see your assigned Advisor(s), click on **Advising** on the left side menu, then click on **Advisors**.

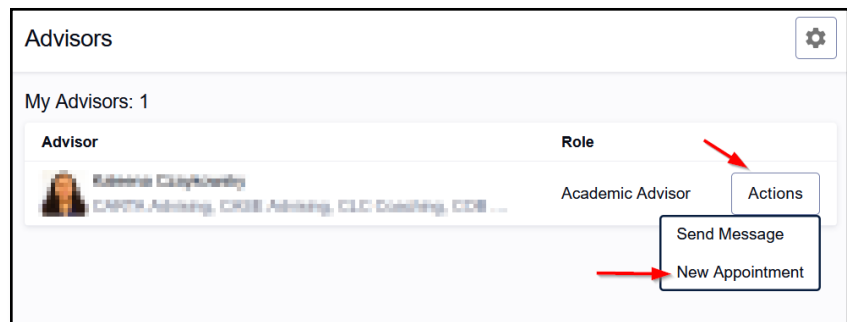
You can see your assigned advisor from the **Advisors** page.



### Scheduling An Appointment With Your Advisor

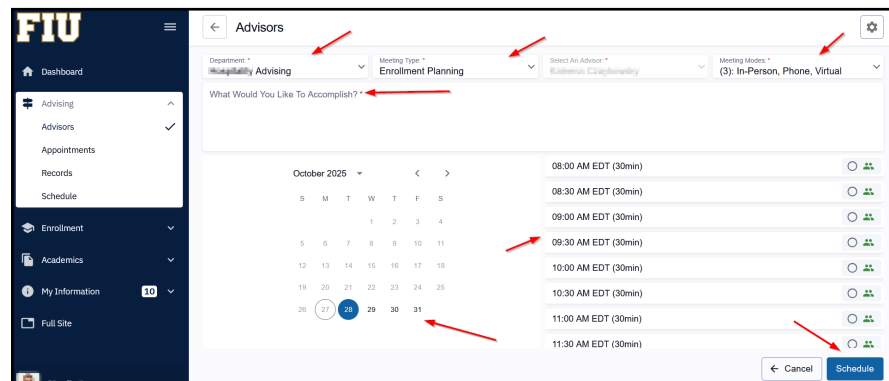
To schedule an appointment with your assigned advisor, click on **Advising** on the left side menu, then click on **Advisors**.

From the **Advisors** page, click on the **Actions** button next to the Advisor you are trying to Message. Select the **New Appointment** option.



You will be prompted now to select the following:

- **Department**  
Select the department the advisor is in
- **Appointment type.**  
Select the reason for your appointment



- **Meeting Mode.** You can select which method you would like to meet with your advisor.
- Use the text box to enter as much information as you can to alert your advisor as to why you are meeting.
- Select the date that you would like to meet. (Please note the numbers you see in bold are the days that your advisor has any availability)
- Select the time and modality that works for your schedule from the options that appear.

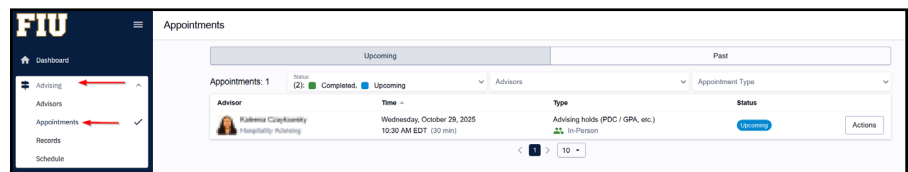
 = In Person

 = Phone

 = Virtual

- Click on **Schedule** to confirm your appointment.

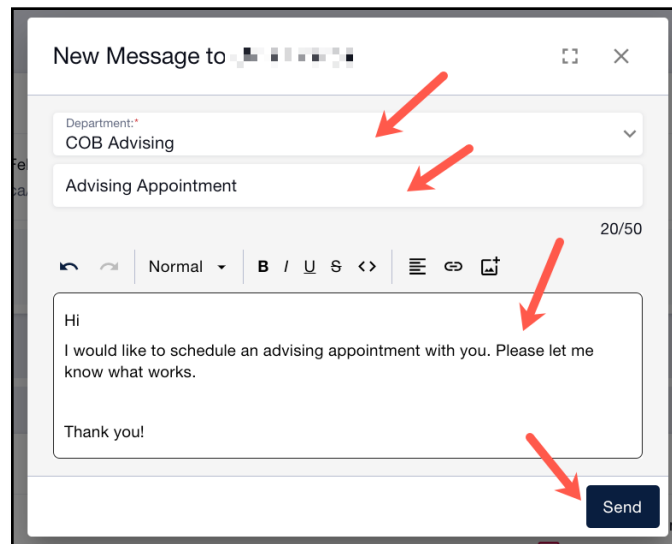
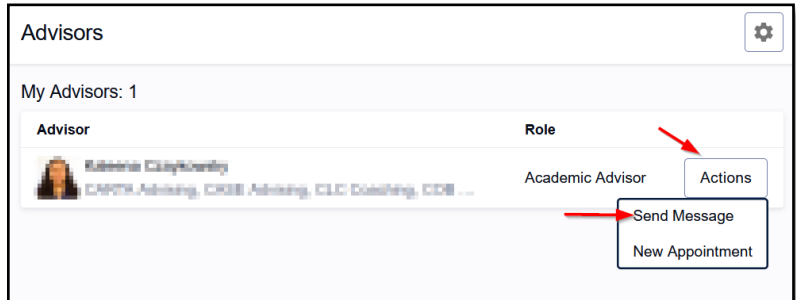
Your appointment will appear on **Appointments** page and you will receive an email confirmation sent to your FIU email.



## Messaging Your Advisor

From the **Advisors** page, click on the **Actions** button next to the Advisor you are trying to Message. Select the **Send Message** option.

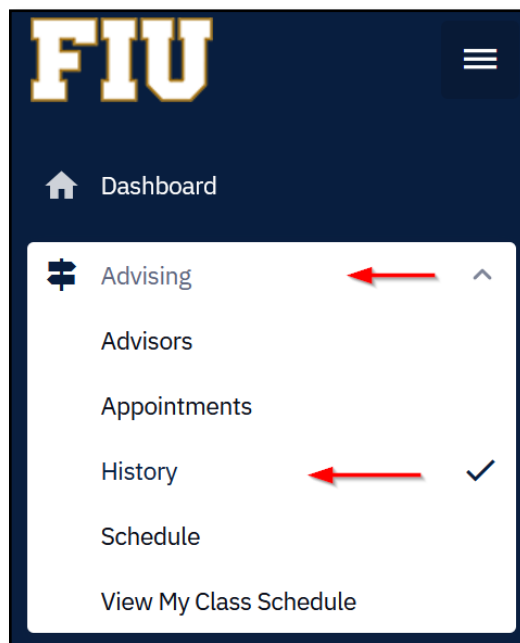
- Select the **Department** that belongs to the advisor you are sending the message to.
- Type in your **Subject** for your message
- Type in your message.
- Click **Send**.



## Viewing Notes and Appointment Summary

### Viewing Your Records

Select **Advising**, then **History** to view summaries from your advising appointments and any notes your advisor adds outside of an appointment all in one place.

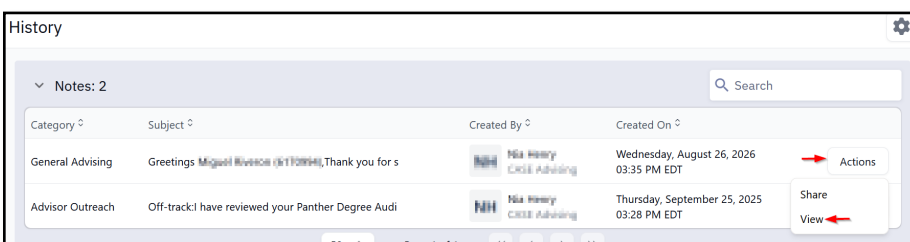
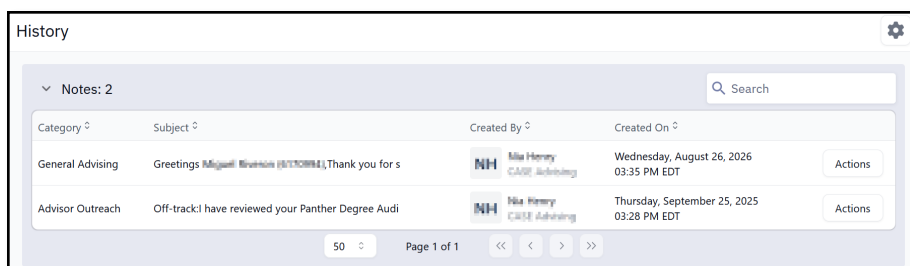


### Viewing Your Advising Notes

Your advisors may add additional information for your review for interactions that occurred outside of a scheduled appointment.

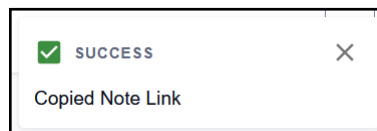
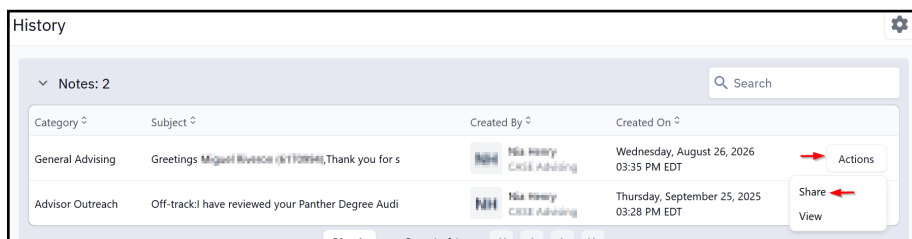
To view a **Note**:

- Open the **Notes** section on this page
- On the Note you would like to open, click on the **Actions** button, then click on **View**.



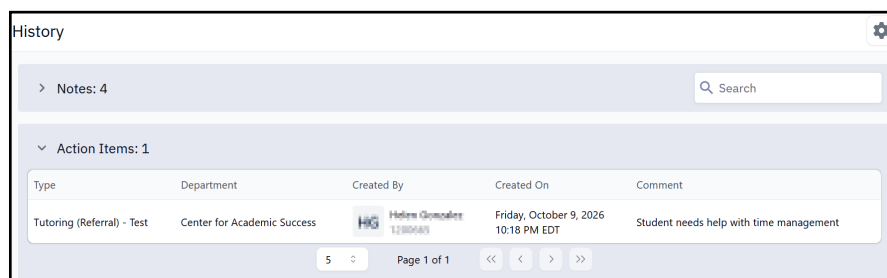
You also have the option to Share your advising note via a custom url. To access the url, click on **Actions** button next to the **Note** and click on **Share**.

The Note Link will now be copied to your clipboard memory and you will see a Success message displayed in the upper right hand corner of your screen.



### Action Items

Action Items include alerts, referrals, or next steps shared with you by your advisor or university staff. Review each item for details and any instructions to follow.

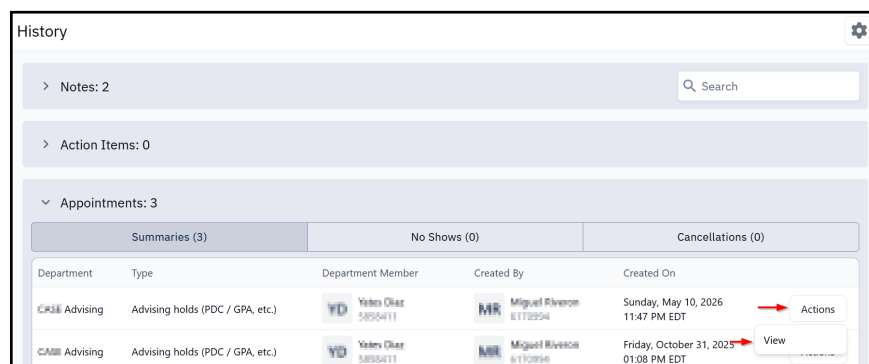


### Viewing Your Advising Summaries

Following your advising appointment, your advisor will create an **Appointment Summary** for your reference.

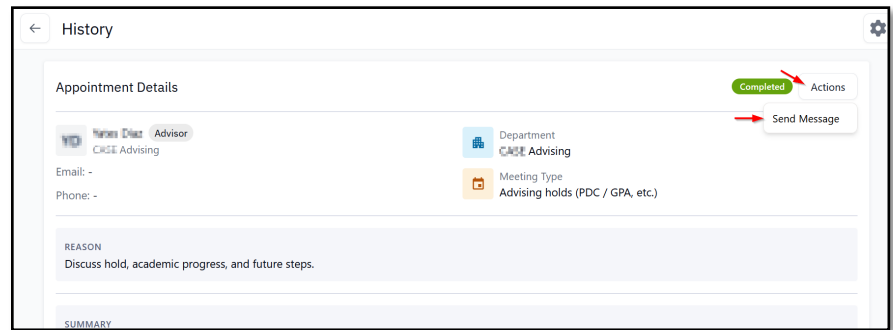
To view the **Appointment Summary**:

- Open the **Appointments** section on this page
- On the Summary you would like to open, click on the **Actions** button, then click on **View**.



After viewing your **Appointment Details** you have the option to Send Message to the Academic Advisor who created this summary.

- Click on **Actions**
- Select **Send Message**



## Reviewing Messages

### Reading your Messages

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

You can access your Messages two ways.

Option 1:

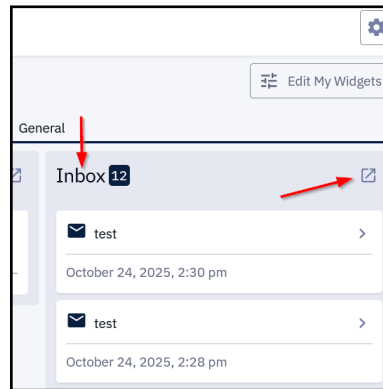
- From your Student Dashboard, click on the  icon in the Inbox widget to be able to view all your messages

Option 2:

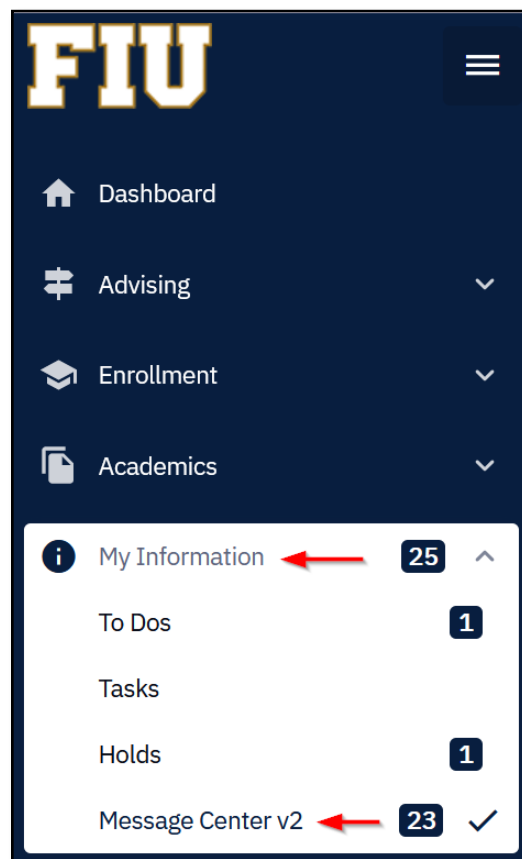
- Click on **My Information** on the left side menu
- Click on **Message Center v2**

Both options will take you to view all your messages.

Option 1



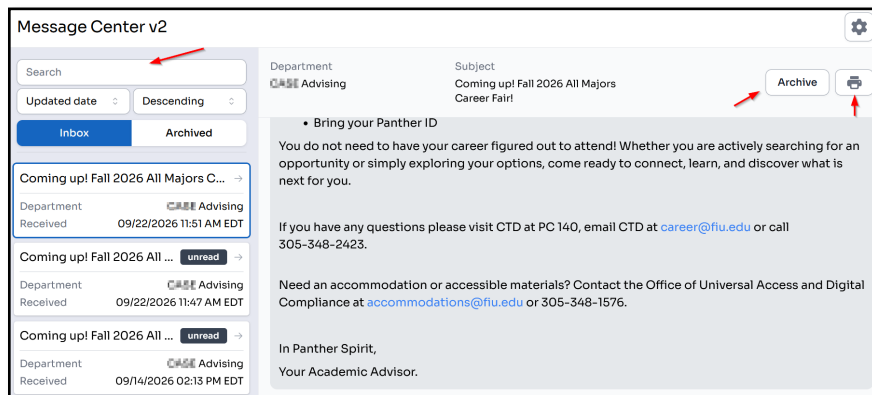
Option 2



Click on the message that you wish to read and it will appear on the right half of the screen.

You will have the ability to:

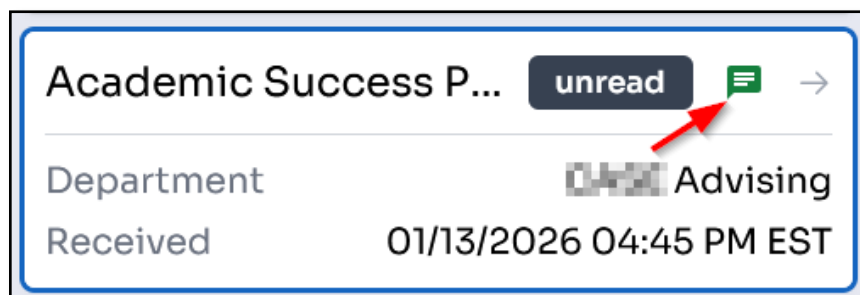
- Search for a particular message
- Sort your messages
- Review the message
- Respond to the message
- Archive the message
- Print the message



## Responding to your Messages

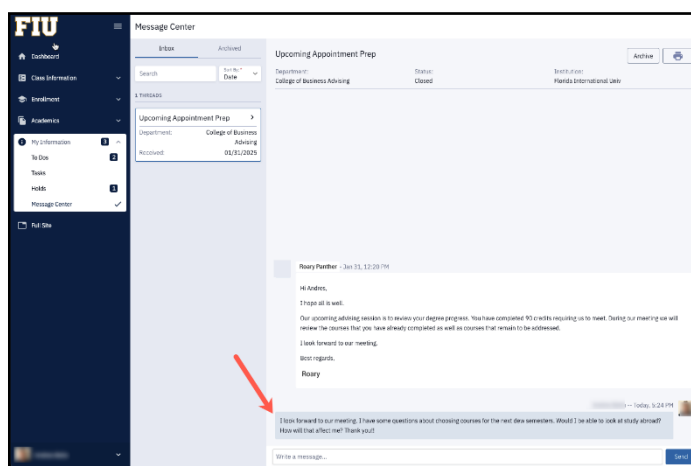
After reviewing your message, you can reply if it has the green icon.

Messages without this icon are for your information and don't require a response.



Draft your response to the message in the text box found at the bottom of the screen and press **Send**.

Your message history will be date and time stamped.



## Viewing Your Appointments Page

Click on **Advising** on left side menu, then select **Appointments**.

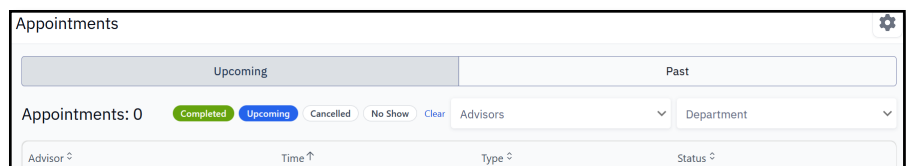
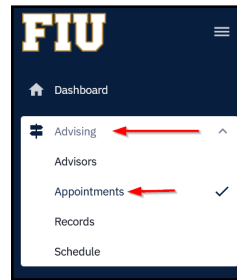
From your **Appointments** page, you will be able to:

- View Upcoming and Past Appointments
- Filter by Status
- Filter by Advisors
- Filter by Department
- Sort columns

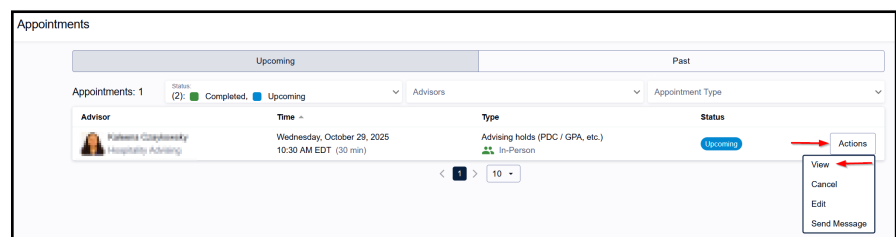
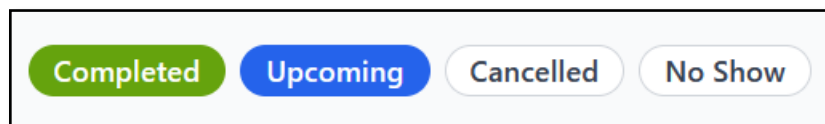
Under Status, you will also be able to filter by:

- Completed
- Upcoming
- Cancelled
- No Show

To view information about your appointment, click on the Actions button and select View.



### Status



You will also be able to view your past appointments by clicking on the **Past** tab.

Appointments

Upcoming **Past**

Appointments: 6 (2) Completed, Past (No Summary) Advisors Appointment Type

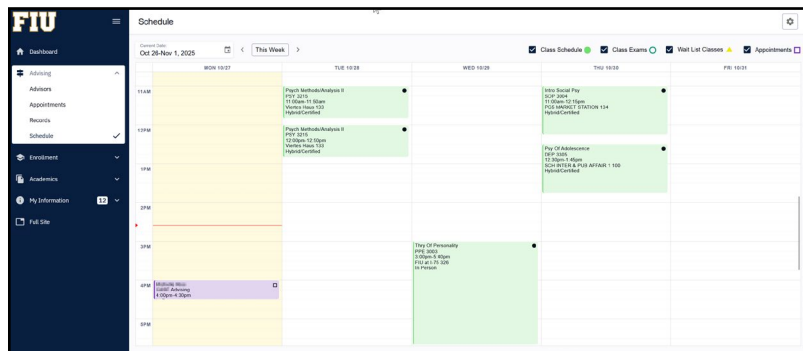
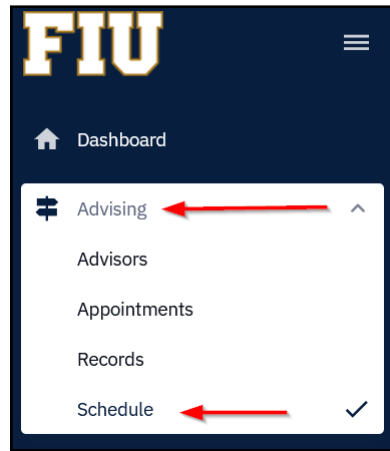
| Advisor                                      | Time                                                 | Type                                          | Status     | Actions |
|----------------------------------------------|------------------------------------------------------|-----------------------------------------------|------------|---------|
| Wes J. Jensen<br>SOPH Advising               | Monday, October 27, 2025<br>09:30 AM EDT (30 min)    | Change of Major<br>In-Person                  | No Summary | Actions |
| Melanie Gomez<br>Undergraduate CWRH Advising | Wednesday, October 22, 2025<br>03:30 PM EDT (30 min) | Advising holds (PDC / GPA, etc.)<br>In-Person | No Summary | Actions |
| Kathleen Graykowski<br>CWRH Advising         | Wednesday, October 22, 2025<br>03:00 PM EDT (30 min) | Enrollment Planning<br>In-Person              | Completed  | Actions |
| Isabel Parris<br>Hospitality Advising        | Wednesday, October 22, 2025<br>10:31 AM EDT (0 min)  | Letter of Recommendation<br>In-Person         | Completed  | Actions |
| Melanie Gomez<br>LAGE Advising               | Tuesday, October 21, 2025<br>02:00 PM EDT (30 min)   | Change of Major<br>In-Person                  | No Summary | Actions |
| Kathleen Graykowski<br>Hospitality Advising  | Tuesday, April 29, 2025<br>09:00 AM EDT (30 min)     | Enrollment Planning<br>Virtual                | Completed  | Actions |

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## Viewing Your Schedule

You will be able to view a combined schedule that includes class information and appointments on one convenient screen.

Click on **Advising** on left side menu, then select **Schedule**.



**If you have questions after reviewing this tutorial, please visit:**

<https://dasa.fiu.edu/all-departments/ask-roary/>