

St. Francis College Self Service Instructions

Video #1: How to add new Emergency contact with Self Service

1. Visit <https://www.sfc.edu/>
2. Scroll down to the bottom of the page
3. Click [mySFC Portal](#)
4. Log in
5. Click Self Service icon
 - a. It is a computer with gears and reads "Self Service"
6. Go to the left-hand panel
7. Click user options
8. Click emergency Info
9. Click + add new contact
10. Fill Form out
 - a. Ensure all sections with * are filled out accurately
11. Press Confirm
 - a. The yellow box above the form

Video #2: How to update your phone number with Self Service

1. Visit <https://www.sfc.edu/>
2. Scroll down to the bottom of the page
3. Click [mySFC Portal](#)
4. Log in using your credentials
5. Click on Self Service icon
 - a. It is a computer with gears and reads “Self Service”
6. Visit the left-hand panel
7. Click user options
8. Click user profile
9. Scroll to Phone Number section
10. Click “Add New Phone number”
11. Input new Phone number
 - a. Input extension and other information if applicable
12. Click “add new phone number”
13. Review information ensuring it is accurate

Video #3: How to update your email with Self Service

1. Visit <https://www.sfc.edu/>
2. Scroll down to the bottom of the page
3. Click [mySFC Portal](#)
4. Log in using your credentials.
5. Click on Self Service icon.
 - a. It is a computer with gears and reads "Self Service"
6. Click User Options
7. Click User Profile
8. Scroll down to Email Address section
9. Click "Add New Email"
10. Input Email in the email address section
11. Choose email Type
 - a. Non SFC Business
 - b. Home-Personal
12. Click Preferred
 - a. if this email is your preferred email
13. Click "add email"
14. Review

Video #4: How to update your home address with Self Service

1. Visit <https://www.sfc.edu/>
2. Scroll down to the bottom of the page
3. Click [mySFC Portal](#)
4. Log in using your credentials
5. Click on Self Service icon
 - a. It is a computer with gears and reads “Self Service”
6. Click user options
7. Click user profile
8. Visit the address section
9. Click the “pencil icon” on the righthand side
10. Update
 - a. Address line 1,
 - b. City,
 - c. State/ Province,
 - d. Zip code,
11. Click update address at bottom right

Video #5: How to apply for graduation with Self Service

1. Visit <https://www.sfc.edu/>
2. Scroll down to the bottom of the page
3. Click [mySFC Portal](#)
4. Log in using your credentials
5. Click on Self Service icon
 - a. It is a computer with gears and reads “Self Service”
6. Click Graduation overview
7. Click “Apply” in the far-right column a row
 - a. It is below “App Status” heading
8. Choose Appropriate term
 - a. In this case it would be spring 2022
9. Accurately type how you would prefer your name to appear on your diploma
 - a. Please ensure it is typed properly including middle initials
10. Choose your military status
11. Submit application via blue box at the bottom of page that says confirm