



Saint Francis University

Information Technology

Saint Francis University

New Student Account and Pre-Registration Forms Process

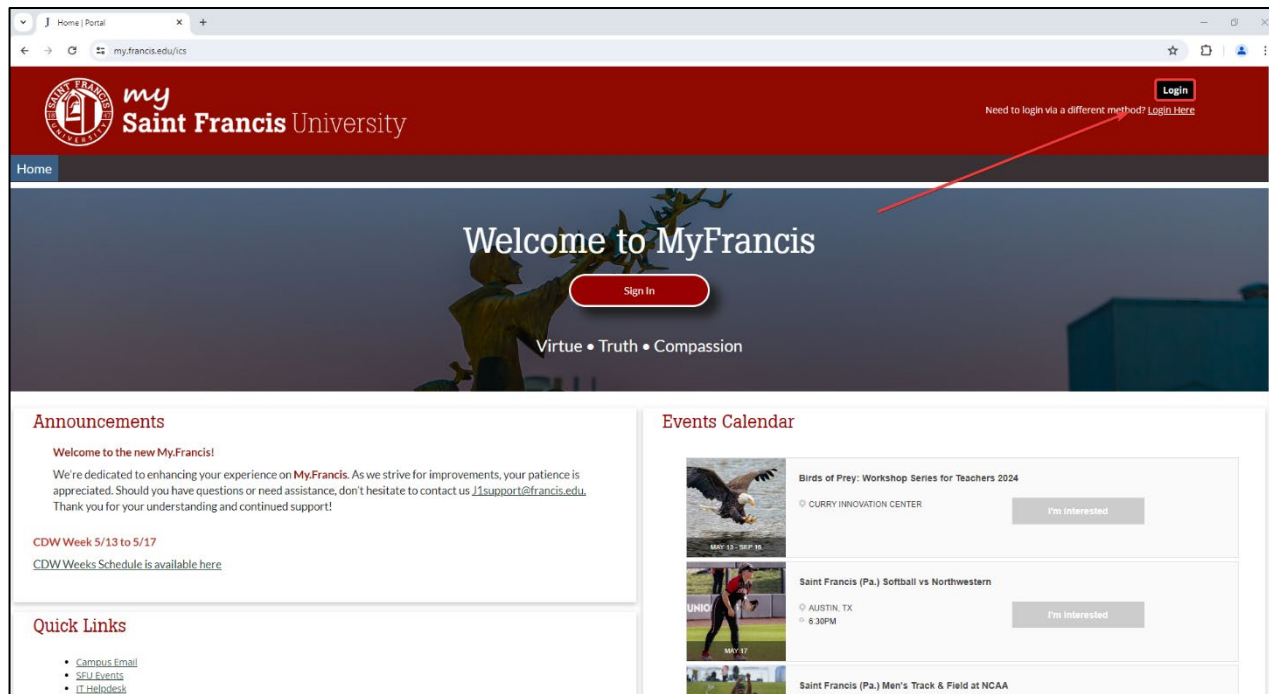
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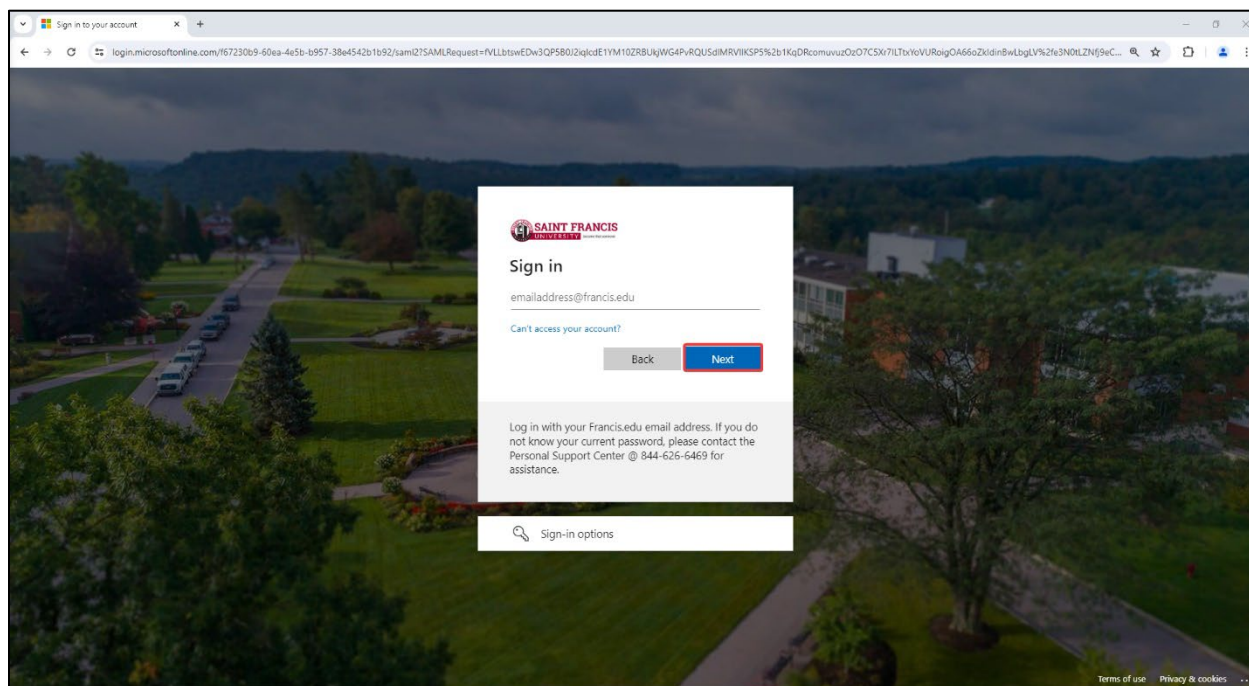


How to Sign into My.Francis:

1. First, navigate to <https://my.francis.edu/ics>. Select **Login**.

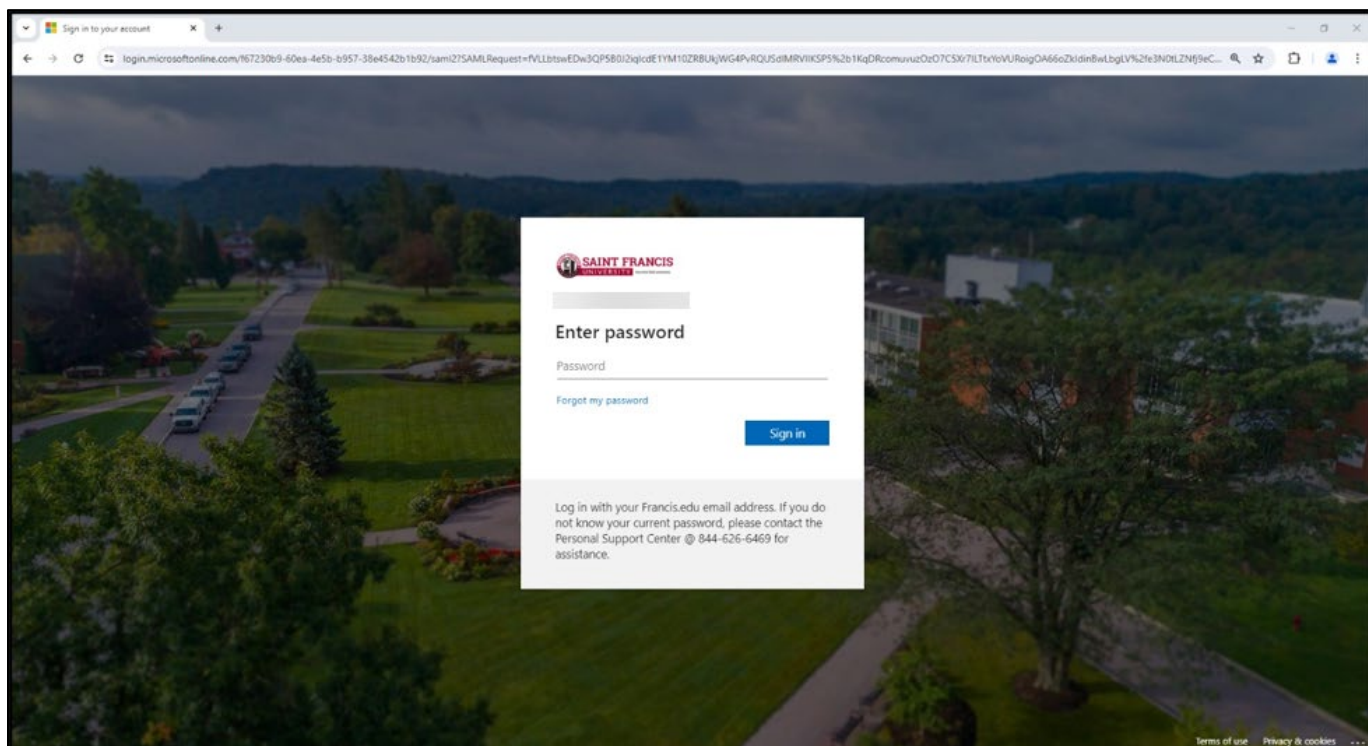


2. Enter the SFU email address as provided.

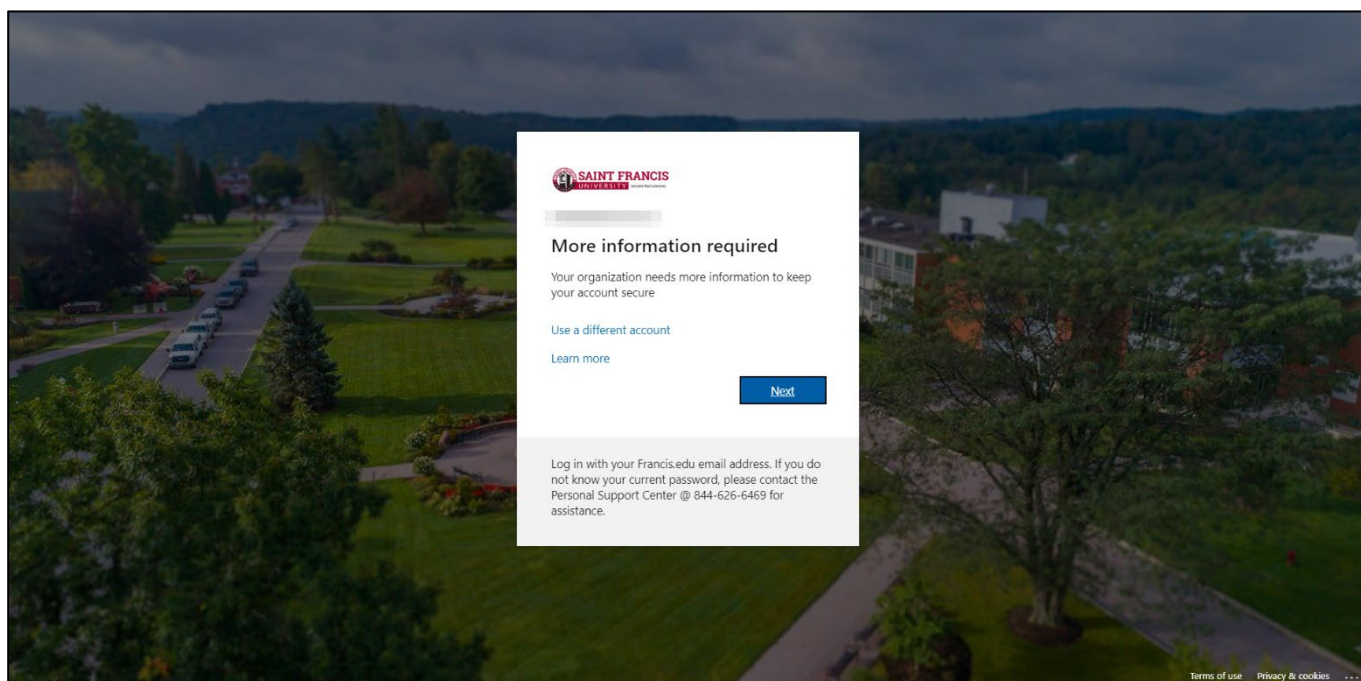




3. Enter the temporary password provided by SFU IT.

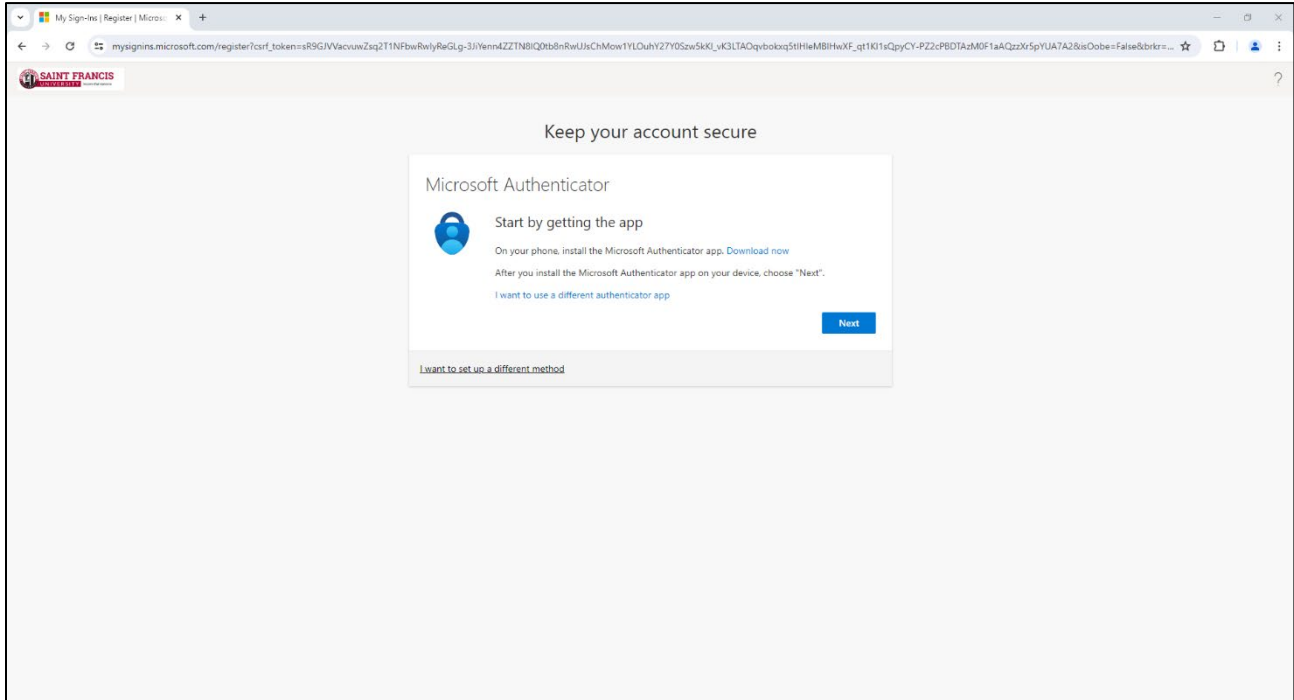


4. The account will then be accepted. Select **Next** at the **More Information Required**.





5. The user will be prompted to setup their MFA. Here is a guide: <https://support.microsoft.com/en-us/account-billing/set-up-the-microsoft-authenticator-app-as-your-verification-method-33452159-6af9-438f-8f82-63ce94cf3d29>. Once complete, the user will be required to change their password to something personal for their account access.





How to Access the Pre-Registration Forms:

1. First, navigate to My.Francis.edu and sign in. Within the navigation bar, select **New Students**.

The screenshot shows the My.Francis.edu homepage. The navigation bar includes 'Home', 'New Students', 'Students', 'Academics', 'Campus Life', 'Campus Services', and 'My Pages'. The 'New Students' link is highlighted. The main content area features a 'Welcome to MyFrancis' banner with the tagline 'Virtue • Truth • Compassion'. Below the banner are sections for 'Announcements', 'Events Calendar', and 'Quick Links'. The 'Announcements' section includes a welcome message and a link to the CDW Week schedule. The 'Events Calendar' lists three events: 'Birds of Prey: Workshop Series for Teachers 2024', 'Saint Francis (Pa.) Softball vs Northwestern', and 'Saint Francis (Pa.) Men's Track & Field at NCAA'. Each event has an 'I'm Interested' button.

2. There will be a variety of new forms that the user will need to complete:

The screenshot shows the 'New Student Checklist' page. The navigation bar is the same as in the previous screenshot. The 'New Students' link is selected, and the 'New Student Forms' sub-link is highlighted. The main content area features a 'Welcome to Saint Francis University' banner with the tagline 'New Students @MyFrancis'. Below the banner is the 'New Student Checklist' section, which lists three forms: 'Scholarship Agreement Form' (marked with a green checkmark and a red circle with the number 2), 'Financial Agreement Form' (marked with a red X and a red circle with the number 1), and 'FERPA Permissions Form' (marked with a red X). Each form has a brief description of its purpose.

- a. Red New Student Checklist: This indicates that this form has not been completed.
- b. Green New Student Checklist: This confirms that the user has completed the outlined form.
 - i. **NOTE: All forms at initial sign on will be Red.**