

# FERRUM

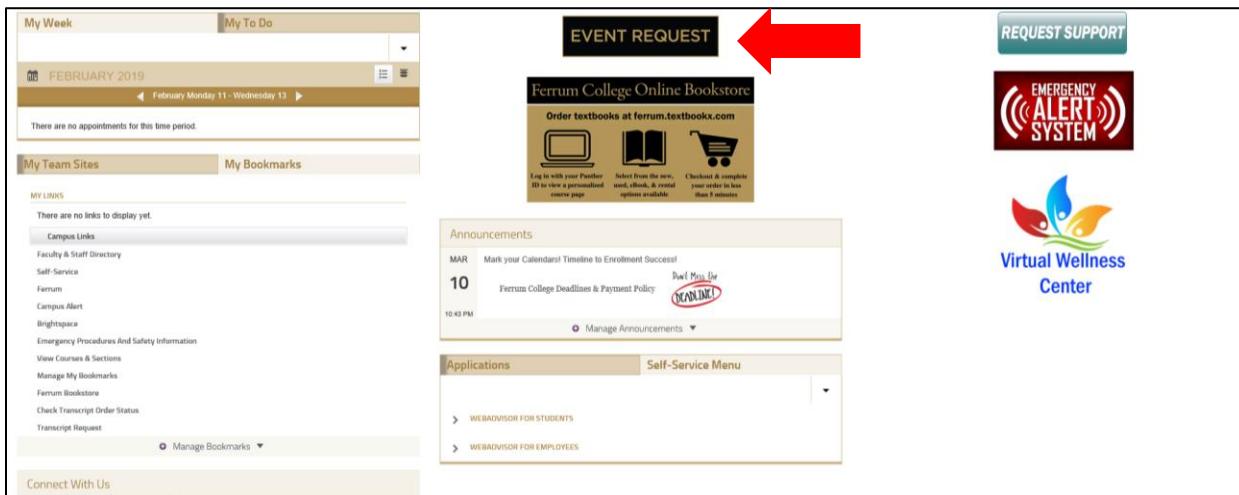
## COLLEGE

### CONFERENCES & EVENTS

## Tracking Your Events

### STEP 1: Navigate to Panther Portal

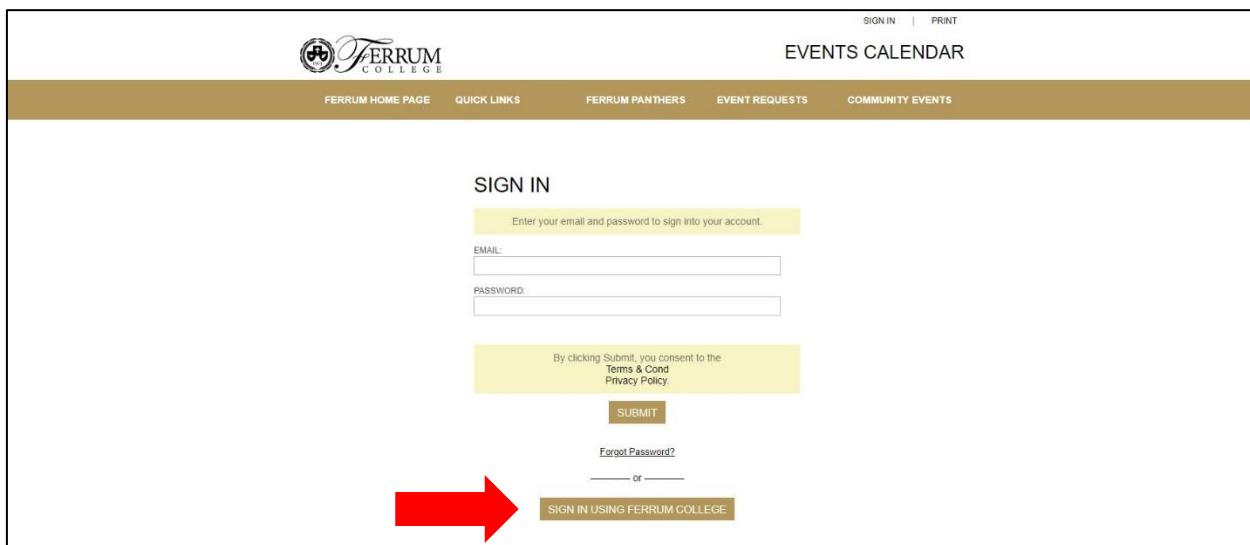
- Navigate to Panther Portal (portal.ferrum.edu). Sign in and click on the *Event Request* button in the middle of the page.



The screenshot shows the Ferrum Panther Portal homepage. At the top, there are sections for 'My Week' (calendar), 'My To Do' (list of tasks), and 'My Team Sites' (links to various college sites). The 'Event Request' button is located in the center of the page, above a 'Ferrum College Online Bookstore' section. To the right of the 'Event Request' button are links for 'REQUEST SUPPORT', 'EMERGENCY ALERT SYSTEM', and the 'Virtual Wellness Center' (with its logo). The 'Event Request' button is highlighted with a large red arrow.

### STEP 2: Sign In

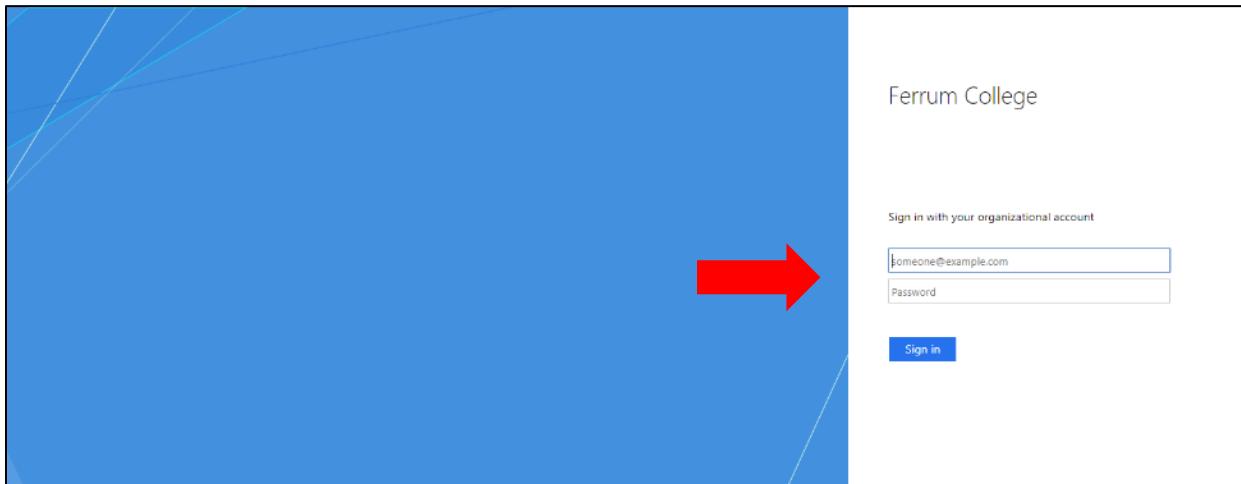
- You will be taken to the new Ferrum College Events Calendar website where you will click the *Sign in Using Ferrum College* button in the lower left side of the page.



The screenshot shows the Ferrum Events Calendar sign-in page. At the top, there is a logo for 'FERRUM COLLEGE' and a navigation bar with links for 'FERRUM HOME PAGE', 'QUICK LINKS', 'FERRUM PANTHERS', 'EVENT REQUESTS', and 'COMMUNITY EVENTS'. The main area is titled 'SIGN IN' and contains fields for 'EMAIL' and 'PASSWORD'. Below these fields is a yellow box containing the text: 'By clicking Submit, you consent to the Terms & Cond Privacy Policy'. A 'SUBMIT' button is located in this box. At the bottom of the sign-in form, there is a link 'Forgot Password?' and a 'OR' separator, followed by a 'SIGN IN USING FERRUM COLLEGE' button. A large red arrow points to this 'SIGN IN USING FERRUM COLLEGE' button.

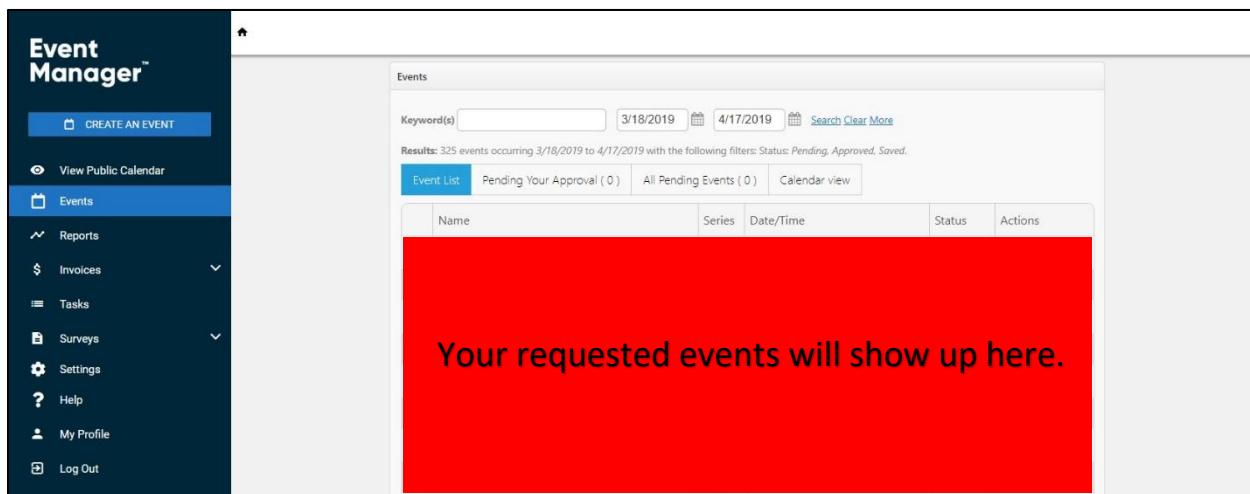
- Sign in – Students:
  - username – your ID number followed by `@ferrum.edu`
  - password – *Panther Portal* password
- Sign in – Faculty/Staff:

- username – your NFS number followed by `@ferrum.edu`
- password – *Panther Portal* password



### **STEP 3: Events Tab**

- Click on the Events tab on the left side of the screen.
- All of your requested events will show up here. You can track the approval process under the *Status* column.



If you have any questions or issues, please contact the Conferences & Events Department by email at [events@ferrum.edu](mailto:events@ferrum.edu), by phone at (540) 365-4474, or our web page [www.ferrum.edu/events](http://www.ferrum.edu/events).