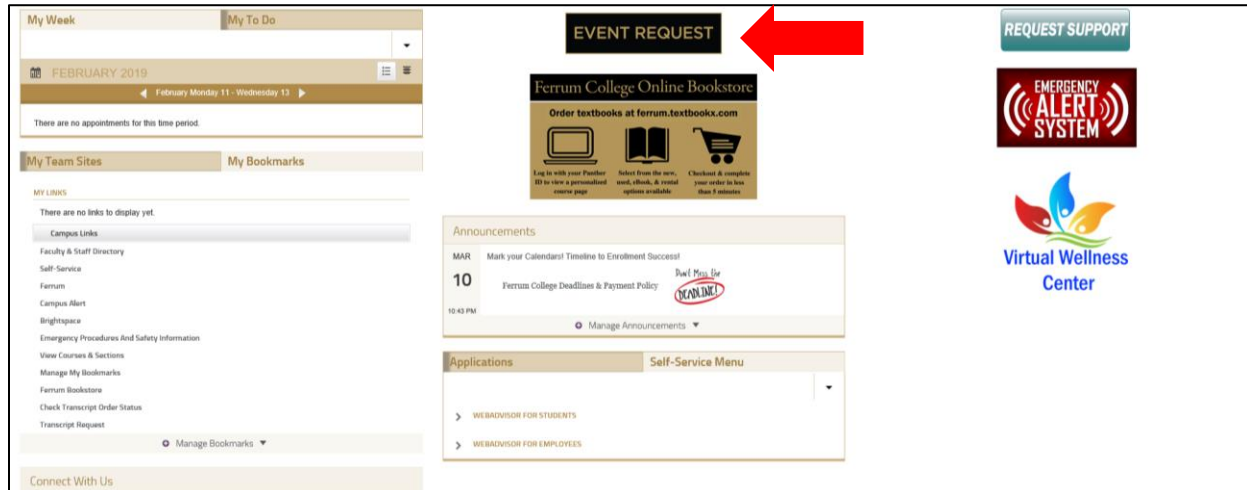


# FERRUM COLLEGE CONFERENCES & EVENTS

## Tracking Your Events

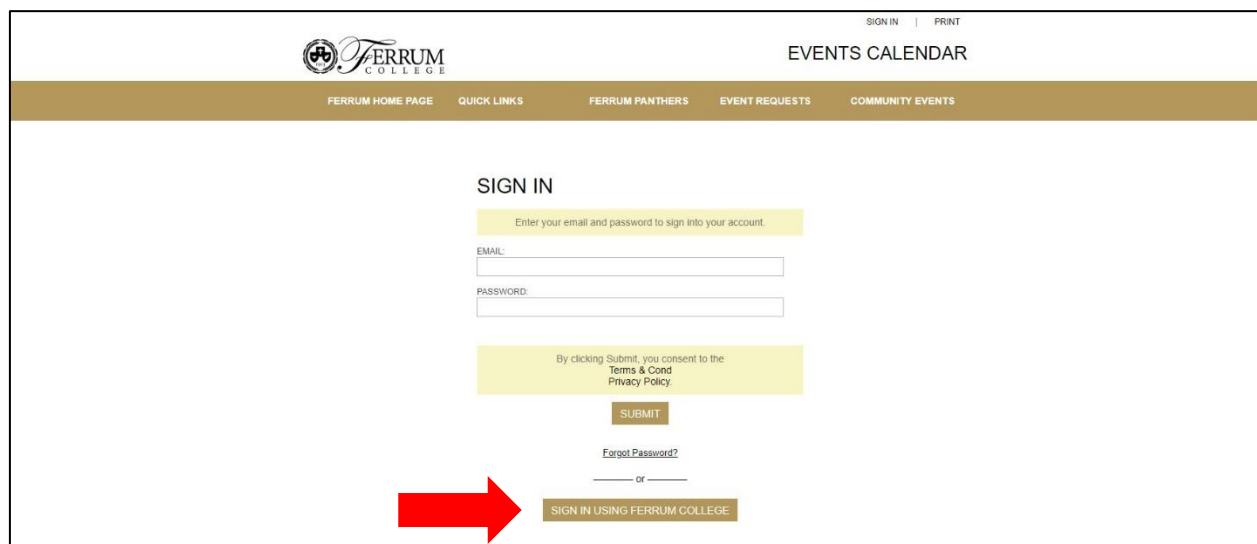
### STEP 1: Navigate to Panther Portal

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



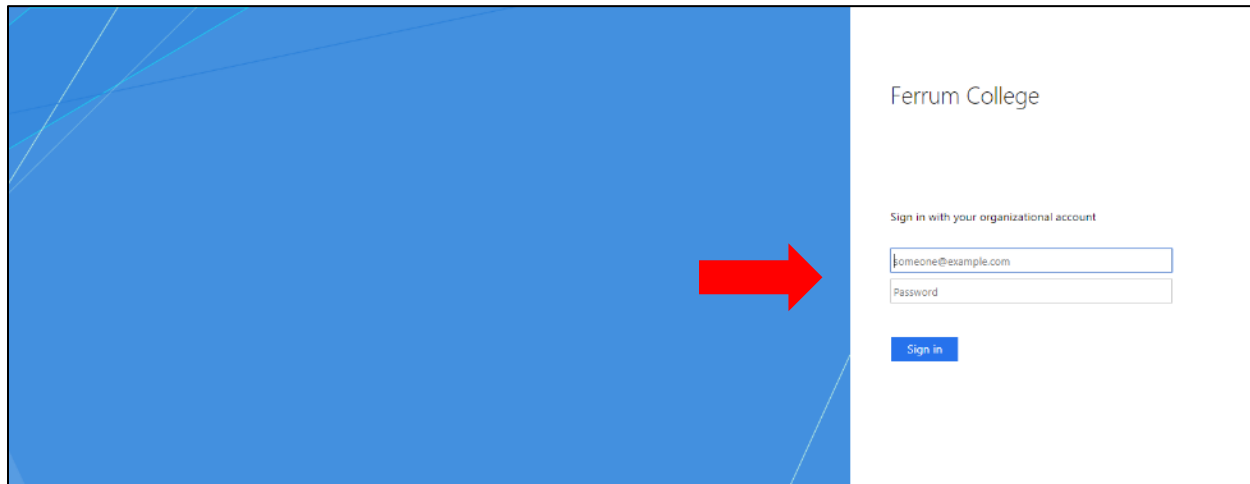
### STEP 2: Sign In

- 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.



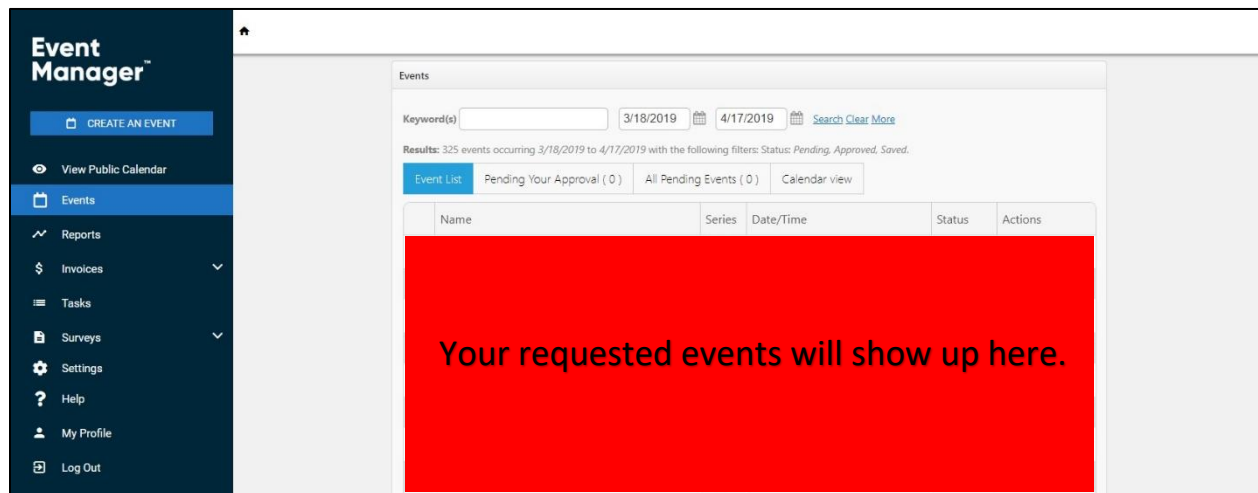
- Sign in – Students:
  - username – your ID number followed by *@ferrum.edu*
  - password – *Panther Portal* password
- Sign in – Faculty/Staff:

- 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).