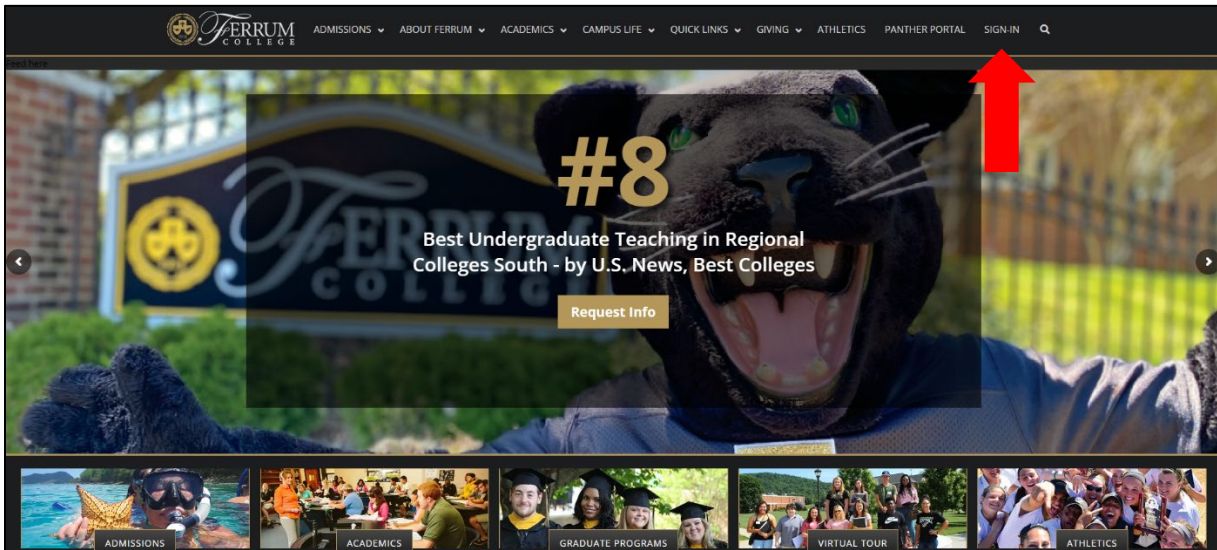


FERRUM COLLEGE CONFERENCES & EVENTS

Tracking Your Events

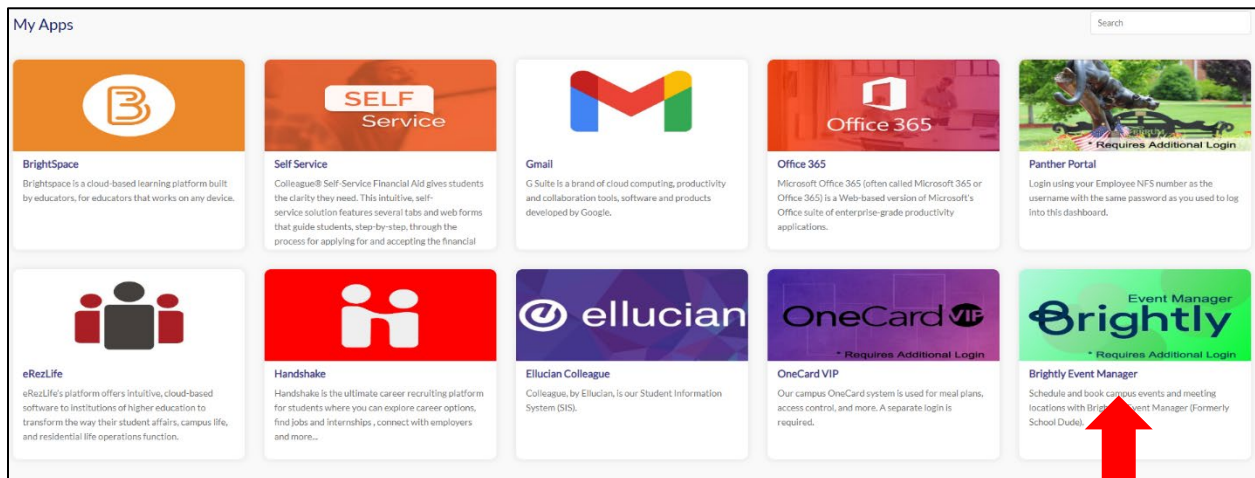
STEP 1: Navigate to ferrum.edu

- Navigate to the homepage of Ferrum College (ferrum.edu). Click the “Sign-In” button and sign in.



STEP 2: SSO

- You will be taken to the SSO My Apps page where you will click the “Brightly Event Manager” button.



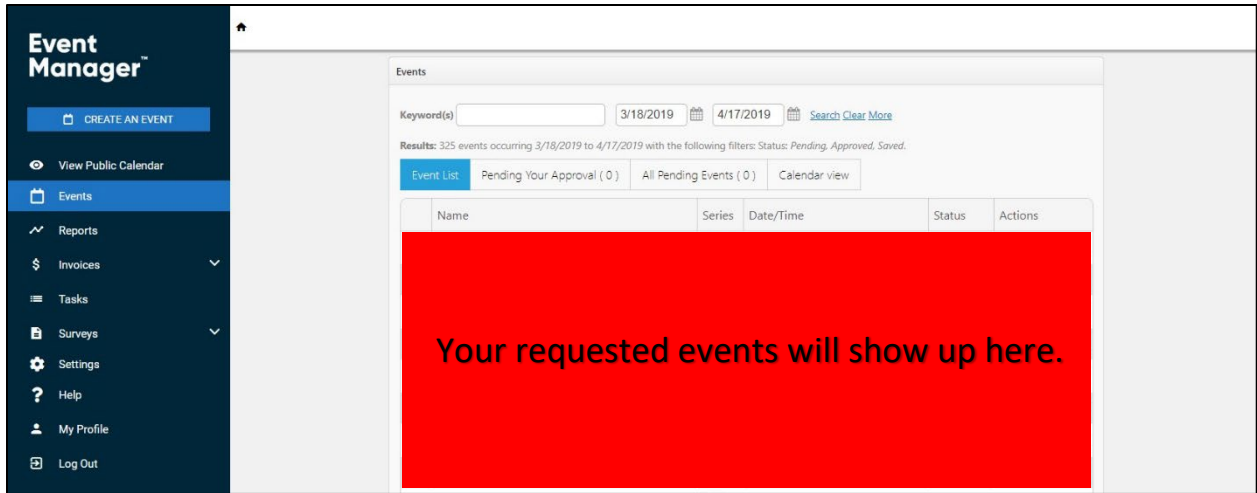
STEP 3: Sign into Brightly Event Manager

- You will be taken to the 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 4: 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, by phone at (540) 365-4474, or our web page www.ferrum.edu/events.