To Complete Online Project Summary Form

Students can now log into the FCCLA Student Portal to complete their Online Project Summary Form!
To access the student portal and to fill out the Project Summary Form follow these steps:

1. Go to the national website and select 'Login' at the top of the screen and then select 'Student Login'
2. Enter the member ID (advisers can access this number on the adviser portal) as the username (Tip: Print student names and member ID and post in classroom for easy access. Have students record in notes on their cell phone or school planner.)
3. Enter the temporary password form in the welcome email (advisers can resend this message from their portal), otherwise select 'Forgot Password'
4. Select the 'Login'
5. Select 'Surveys Applications' tab
6. Select the 'Competitive Events' folder
7. Select the eyeball icon to start the summary form survey.
8. Complete the required fields and select 'Submit' or 'Save' to continue at a later date.
9. After submitting the page, the member will receive an email (will be sent to email identified for student in the portal) to print the form for their adviser to sign. Include this signed page as proof according to the STAR Event specifications for the specific event.

Advisers can access the Online Project Summary Form in the Adviser Portal too.
TIP: Have all members use a basic password for their portal – like school name, fccla, 1945, etc. so advisers can remind students of password if forgotten.

Please contact **competititveevents@fcclainc.org** with any questions