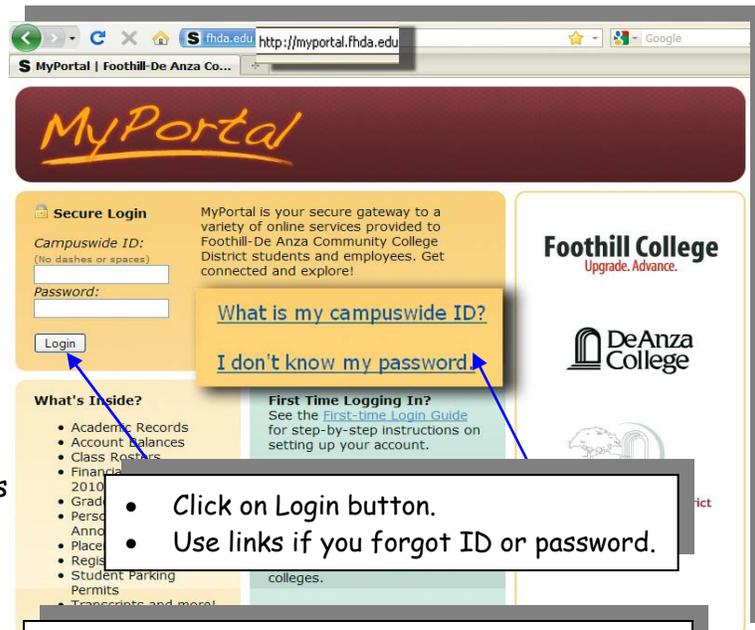


Registration Quick-Start for Students

Log In To MyPortal

Open web browser and type myportal.fhda.edu

- Enter Campuswide ID (8 digits, no dashes).
 - New students received it when your application was accepted.
 - Continuing students have the same ID as the prior year.
 - International students go to International Student Program Office.
 - De Anza - Learning Center West 102
 - Foothill - Room 5922
 - AB540 students go to Admissions & Records office or send email to
 - De Anza - webregda@fhda.edu
 - Foothill - webregfh@fhda.edu
- Enter Password. The first time you Login to MyPortal, your password will be your 6-digit date of birth, MMDDYY.
 - Example: Sept. 4, 1917 is 090417.
- The system will then let you set your password.



Important Information

- Each student must have a unique email address. Two people who are taking classes cannot have the same e-mail address.
- Holds are district wide. A hold at De Anza will keep you from registering at Foothill and visa versa.

Select Student Tab

How-To Register for a Class:

1. Click on Look up Classes.
2. Use the selection boxes to display the college, department and other preferences to view list of classes.
3. If the class you want displays with a box at the beginning of the line, select it by clicking the box and a check mark will display.
4. Scroll down to the bottom of the screen and click Register.
5. The next screen will display your Current Schedule in the middle of the screen where the class you selected is listed.
6. Click Pay Now which is found at the bottom of the screen.

