

# Registration Quick-Start for Students

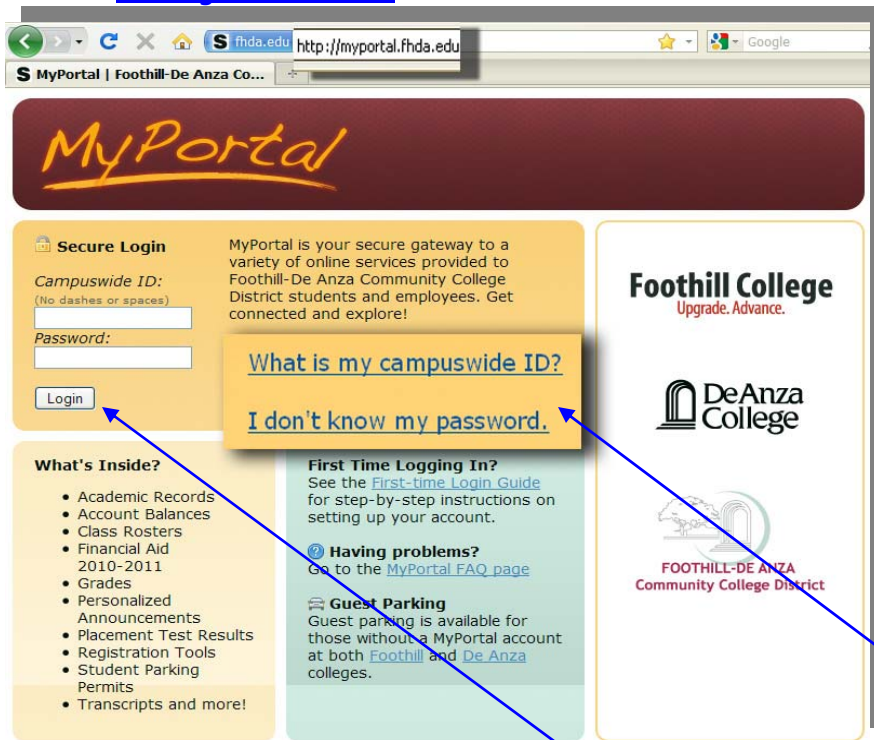
## Log In To MyPortal

Open web browser and type [myportal.fhda.edu](http://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 e-mail to
    - De Anza - [webregda@fhda.edu](mailto:webregda@fhda.edu).
    - Foothill - [webregfh@fhda.edu](mailto:webregfh@fhda.edu)

**Important Information**

- Each student must have a unique e-mail address. Two people who are taking classes can not have the same e-mail address.
- Registration and record holds are district wide. All holds must be cleared to allow registration, to add or drop a class or to release academic records. Check and resolve holds prior to registering. A hold at De Anza will keep you from registering at Foothill and visa versa.



- 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 ask you to set your permanent password.

- Click on Login button.
- Use links if you forgot ID or password.

# Select Student Tab

When you finish using MyPortal, click on the Logout button

The screenshot shows the MyPortal interface. At the top, there is a banner for De Anza College with the slogan 'Simply the Best'. Below the banner, there is a navigation bar with tabs for 'All Users', 'Employe', 'Students', and 'Financial Aid'. The 'Students' tab is currently selected. On the right side of the navigation bar, there are links for 'Groups', 'Logout', and 'Help'. Below the navigation bar, there is a main content area. On the left, there is a 'Registration Tools' menu with a lightbulb icon. The menu items are: 'Get Date to Register', 'Look up Classes', 'Add or Drop Classes', 'Change Class Options (Pass/No Pass)', 'View Holds', and 'Make a Payment'. A blue arrow points from the 'Change Class Options (Pass/No Pass)' item to the 'Registration Tools' section. On the right, there are sections for 'My Account' (showing a balance of \$0.00) and 'Online Learning Resources'.

## Registration Tools

Clicking on the items listed under Registration Tools will allow you to select your classes, register, add and drop classes, add waitlisted classes, pay fees, select Pass/No Pass grading and see any holds placed on your account. Each of these functions is documented here.

You will use the student tab to perform all the functions needed to register and manage your interaction with Foothill and De Anza Colleges.

- Each college displays its' own banner at the top of the web page.
- Student employees will also have an Employee tab.
- Students on Financial Aid will also have a Financial Aid tab.

### Get Date to Register

This options will display the first time and date you can register at the campus where you are admitted. Enrollment at one campus does not let you register at the other campus. You must apply to each campus and be admitted in order to register for classes.

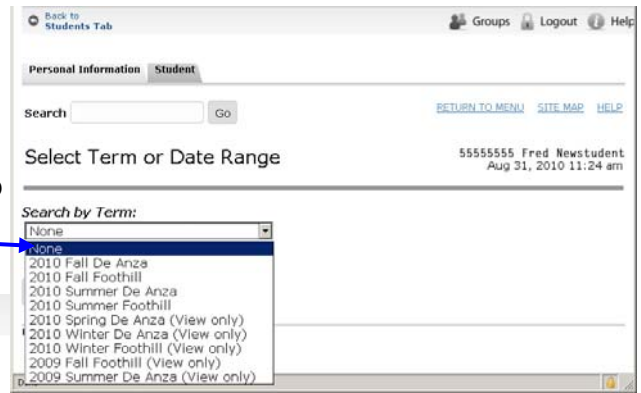
To return to the Student Tab click here

The screenshot shows the 'Registration Status' page. At the top, there is a 'Back to Students Tab' button. Below it, there is a search bar and a 'Go' button. The page title is 'Registration Status'. Below the title, there is a paragraph of text: 'Information about your current registration status, and the dates for when you may register for courses, is listed below. Contact the Admissions and Records office with any questions you have.' The page is divided into two main sections: 'Fall 2010' and 'Summer 2010'. Each section contains a table with columns for the college name, admission status, and the registration start date and time.

Term	College	Status	Registration Start Date/Time
Fall 2010	Foothill College	Admitted for Term	July 23, 2010 08:00 AM
	De Anza College	Admitted for Term	August 17, 2010 07:00 AM
Summer 2010	Foothill College	Admitted for Term	June 7, 2010 05:00 AM
	De Anza College	Admitted for Term	June 10, 2010 05:00 AM

## Look up Classes

1. Click on Look up Classes to view available classes and select the class you wish to enroll in.
2. Select the College and term where you want to take a class.
3. Click the **Submit** button once you have made your selection.



Back to Students Tab

Personal Information Student

Search  Go

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#)

55555555 Fred Newstudent  
2010 Fall De Anza  
Aug 31, 2010 11:39 am

## Look Up Classes

USE the selection options to Look Up Classes for days and time. **CHOOSE any combination** of fields to narrow your search. **SELECT at least one Subject**. **HOLD down the PC Control or Apple Command key** to select multiple subjects. **CLICK Class Search** at bottom of page when your selection is complete.

- FH - Foothill Classes Only
- DA - De Anza Classes Only
- FD - Classes Offered on Both Campuses

Subject:

Course Number:

Title:

Schedule Type:

Credit Range:  hours to  hours

Campus:

Course Level:

Part of Term:

Instructor:

Session:

Attribute Type:

Start Time: Hour  Minute  am/pm

End Time: Hour  Minute  am/pm

Days:  Mon  Tue  Wed  Thur  Fri  Sat  Sun

4. The Look Up Classes screen will display.
5. Select the Subject(s) you are interested in. You must select at least one subject to do a search.
6. To select multiple subject, follow instructions at top of page.
7. Optionally, you can also narrow down your search using the entry boxes and drop-down lists. The example to the left shows a search for Accounting and Anthropology classes that meet in the evening on Monday through Thursday.
8. To execute the search, click on the **Class Search** button at the bottom of the screen.
9. Be aware that a very specific search may not find any classes that fit your specification.

## “Look up Class” Results

The result of your search will display.

- You can use this page to register for classes that
  - Do not have a Waitlist i.e. “WL Act” column contains 0. (See instructions about getting on the Waitlist on the next page.)
  - And, you can check the box to the left of the class listing.
- Click in the check box.
- Click the Register button at the bottom of the screen.
- Your Scheduled Classes will then display and you click on Pay Now at the bottom of the screen to pay.

### Select Column Deciphered

- Checkbox** - class is available for you to add\*.
- C** -the class is closed (see instructions for adding your name to Waitlist)
- NR** - Class not available for registration.
- SR** - Student restrictions prevent enrollment in class (Are you looking at the list before your date to register?)
- No checkbox** - you are already registered for the class *OR* you registered for and dropped the course. (See below on how to add a class after you dropped it.)

Look Up Classes

A **checkbox** in the Select column indicates that the class is available for you to add. **No box** in the Select column indicates that you are already registered for the class *OR* that you registered for and dropped the class. **Click Add to Worksheet**. You should see the class listed in your schedule as Drop Delete. **SELECT Web Reg**  
**NR** = Class not available for registration.  
**SR** = Student restrictions prevent enrollment in class (Are you looking at the list before your date to register?)  
**C** = Class Closed - Try adding your name to the waitlist.

**TO ADD your name to the waitlist:** COPY or WRITE DOWN the CRN, **SCROLL** to the bottom of the screen and **CLICK Add to Worksheet**.

**Note:** If a waitlist exists you cannot directly register for a class, even if it shows availability in the “Rem” (Remaining Seats) column.

Sections Found  
Accounting-DA

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	00002	ACCT	D001A	01	DA	5.000	FINAN ACCOUNTING I	MTWRF	08:30 am-09:20 am	40	40	0	15	3	12	Mary A. Breen (P)	09/20-12/10	DA L84	
<input type="checkbox"/>	20076	ACCT	D001A	01H	DA	5.000	FINAN ACCOUNTING I-HONORS	MTWRF	08:30 am-09:20 am	0	0	0	0	0	0	Mary A. Breen (P)	09/20-12/10	DA L84	
<input type="checkbox"/>	00009	ACCT	D001A	01L	DA	5.000	FINAN ACCOUNTING I	S	09:00 am-01:55 pm	40	38	2	15	0	15	Daniel Spinozzi (P)	09/20-12/10	DA L84	
<input type="checkbox"/>	00005	ACCT	D001A	02	DA	5.000	FINAN ACCOUNTING I	MTWRF	09:30 am-10:20 am	40	38	2	15	15	0	Lawrence S. Osborne (P)	09/20-12/10	DA L74	
<input type="checkbox"/>	00094	ANTH	D002	07	DA	4.000	CULTURAL ANTHROPOLOGY	MW	03:30 pm-05:15 pm	50	49	1	15	4	11	Iqbal J. Coddington (P)	09/20-12/10	DA L25	
<input checked="" type="checkbox"/>	00095	ANTH	D002	08L	DA	4.000	CULTURAL ANTHROPOLOGY	F	01:30 pm-05:15 pm	50	32	18	15	0	15	A. Berry (P)	09/20-12/10	DA FOR4	
<input type="checkbox"/>	00096	ANTH	D002	61	DA	4.000	CULTURAL ANTHROPOLOGY	MW	06:30 pm-08:15 pm	50	48	2	15	0	15	Iqbal J. Coddington (P)	09/20-12/10	DA L28	
<input type="checkbox"/>	00097	ANTH	D002	62Z	DA	4.000	CULTURAL ANTHROPOLOGY	TBA		50	49	1							
<input type="checkbox"/>	02448	ANTH	D003	01	DA	4.000	INTRO TO ARCHEOLOGY	MTWR	08:30 am-09:20 am	50	50	0							
<input type="checkbox"/>	00099	ANTH	D004	01	DA	4.000	WORLD PREHISTORY	MTWR	08:30 am-09:20 am	50	22	28							
<input type="checkbox"/>	02449	ANTH	D006	01	DA	4.000	LINGUISTIC ANTHROPOLOGY	MTWR	09:30 am-10:20 am	50	50	0							

Register Add to Worksheet Class Search

### Column Headers

- CRN** - is the class' unique ID number or Course Reference number. It is used to add your name to Waitlist.
- Days** - R refers to Thursday.
- Cap** - maximum number of students who can register for class
- Act** - actual number of students enrolled
- Rem** - number of seats available
- WL Cap** - maximum number of seats on Waitlist
- WL Act** - actual number of students currently on Waitlist
- WL Rem** - number of Waitlist Seats

**\*When a Checkbox isn't Really a Checkbox**

Classes with students on the “Waitlist” may display a checkbox and 1 or 2 “Rem” seats. However, those seats are reserved for Waitlisted students who have not yet added the class. If you check the checkbox and then click Register, you will get an error message. If the Waitlist has remaining seats, use the Waitlist process to add your name to the list.

## Add or Drop Classes

This screen displays

- When you click on Add or Drop Classes link on the Student tab
- When you click Register on the Look up Classes screen
- When you click on Add to Worksheet on the Look up Classes screen

Back to Students Tab Groups Logout Help

### Add or Drop Classes

55555555 Fred Newstudent  
2010 Fall Foothill  
Sep 07, 2010 03:07 pm

To **ADD** a class or to be placed on a Waitlist, **ENTER** the Course Reference Number (CRN) in the Add Classes Worksheet section.

To **DROP** a class, use the options available in the **Action** pull-down list. (**Note:** If you want to ADD the class after you drop it, come back to this page and SELECT Web Registered from the Action dropdown list.)

When complete with either ADD or DROP selections, **CLICK** Submit Changes. Then **SCROLL** to bottom of screen and **CLICK Pay Now**.

**⚠ WAITLIST Registration Add Errors Message:** When submitting an Add for inclusion on a Waitlist, it is normal to see the **Registration Add Errors** message. To complete the Waitlist process, **VIEW the Status** column for the number of students already on the waitlist. In the Action Column, **SELECT** Waitlist, then **CLICK** Submit Changes. You should see a Status update for the waitlisted class.

**⚠ IMPORTANT Waitlist Notification:** When a seat becomes available, you will be sent an e-mail notification. **Within 24 hours**, you must log in to MyPortal to add the class. If you don't take action within 24 hours, you will automatically lose your spot on the waitlist. Therefore, after you place your name on a waitlist, please **CHECK your e-mail daily** and **ADD** the class within 24 hours of notification to confirm registration for that term.

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
**Web Registered** on Jul 26, 2010	None	20031	PHED	F053.	02	Foothill Undergraduate	3.000	Pass/No pass	HEALTH & FITNESS ACTIVITIES
**Web Registered** on Aug 23, 2010	None Drop Delete ***Web Dropped***	00389	ART	F006.	01Q	Foothill Undergraduate	3.000	Normal Grade Rules	COLLAGE & COMPOSITION

Total Credit Hours: 6.000  
Billing Hours: 6.000  
Minimum Hours: 0.000  
Maximum Hours: 20.000  
Date: Sep 07, 2010 03:07 pm

**DROP a class:**

- Select one of the options available in the pull-down list.
- Click Submit Changes

**ADD a class**

- Enter the Course Reference Number (**CRN**) in the Add Classes Worksheet section.
- Click Submit Changes.
- Click Pay Now at the bottom of the screen.

### Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

**Note:** If you want to ADD a class after you dropped it, come back to this page and select "Web Registered" from the dropdown list. If the class is closed "Web Registered" will not be an option. However you can be added to the Waitlist if there are seats available.

## Waitlist Process

- Determine that seats are available on the Waitlist. In the example to the right, the first class has 27 remaining seats and second 26 seats on the Waitlist. If the number under WL Rem is 0, you only option is to continue to watch the list online and hope that number changes from 0. You can also try showing up the first time the class meets and see if you get lucky.
- Students cannot be waitlisted if they are already enrolled in another section of the course, or if the class conflicts in time with any other class.
- Write down or copy the class' **CRN** number
- At the bottom of the screen **CLICK Add to Worksheet.**
- On the next screen that appears, scroll down to the Worksheet at the bottom of the page. Key in or paste the CRN number. Be sure to enter all five digits.
- Click on **Submit Changes** button.
- The system will then display your updated schedule.
- If you have been added to the Waitlist, you see the **Registration Add Errors** message at the bottom of the screen. This is normal.
- In the example below:  
Under Status, you will see that the class is "Closed" and that you have been assigned a number on the Waitlist. In the example the student is # 3 on the waitlist.

Cap	Act	Rem	WL Cap	WL Act	WL Rem	I
30	29	1	30	3	27	C.
30	30	0	30	4	26	SI /E

### Sections Found

English-FH						
Select	CRN	Subj	Crse	Sec	Cmp	Cred
<input type="checkbox"/>	<a href="#">00826</a>	ENGL	F001A	01	FH	5.000
<input type="checkbox"/>	<a href="#">00827</a>	ENGL	F001A	02	FH	5.000

### Add Classes Worksheet

CRNs

00826

Submit Changes Class Search Reset

[ [Pay Now](#) ]

Minimum Hours: 0.000  
 Maximum Hours: 21.500  
 Date: Sep 07, 2010 02:44 pm

### Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 3 Waitlisted	None	02460	C D	D072.	61	De Anza Undergraduate	3.000	Normal Grade Rules	PRTNRSHPS W/FAMILIES IN ECE

## IMPORTANT Waitlist Notification - Moving from Waitlisted to Registered

- When a seat becomes available, you will be sent an e-mail notification.
- Within 24 hours, you must log in to MyPortal to add the class.
- If you don't take action within 24 hours, you will automatically lose your spot on the waitlist. After you place your name on a waitlist, please **CHECK your e-mail daily** and **Add** the class within 24 hours of notification to confirm registration for that term.
- Click on **Pay Now**. Students with unpaid fees run the risk of being dropped from their classes.
- Waitlisted students must be present at the first meeting of the class. Students who receive an instructor's approval to be added to a class from a waitlist after classes begin, must process the add code before the quarter's add deadline.