How to Register for Counseling 100 after you log in to myportal.fhda.edu 5/19/10

**Step 1**
CLICK Students tab to see Student Portal Services and Resources lists

**Step 2**
CLICK Add or Drop Classes to see Registration Term selection screen

**Step 3**
SELECT 2010 Summer De Anza

**Step 4**
CLICK Submit to see Add or Drop Classes screen

**Step 5**
ENTER the 5-digit CRN (Call #) for your class selection to the Add Classes Worksheet. (See other side of sheet for list of Counseling 100 CRNs.)

**Step 6**
CLICK Submit Changes to see Current Schedule

**Step 7**
Check your CRN selection. If it is wrong, SELECT Drop Delete and CLICK Submit Changes. REPEAT Steps 5 and 6 with correct Couns100 CRN.

**Step 8**
CLICK Back to Students Tab at top left corner of screen

**Step 9**
CLICK View Class Schedule by Term for full class details (SELECT term first – See Step 3)

**Step 10**
CLICK Logout at top right corner of screen. You are done!