



De Anza College
Office of Staff and Organizational Development

WEB PAGES FOR TECHNICAL SUPPORT FOR NEW FACULTY AND STAFF



To get your email username and email/portal password (it is required for all employees to use their fhda email address to send and pick up official college/district documents and information):

http://ets.fhda.edu/call_center/username

If you have changed your password, and forgotten it, call the Call Center staff at 408-864-8324 to have it reset (it may take 24 hours to do so).

To access your De Anza email at home or other location:

(once you have your user name and password), log in to Webmail through your Internet browser (Firefox is preferred).

<http://webmail.fhda.edu>

For Faculty to get instructions on how to use the new De Anza portal [MyPortal]:

http://ets.fhda.edu/call_center/myportal_faculty

For all employees to login to your De Anza portal account [MyPortal]:

<http://myportal.fhda.edu/>

To get training or more information on OmniUpdate to create a faculty web page:

<http://www.deanza.edu/webguide/omniupdate/>

To request an account for TurnItIn Plagiarism Prevention software:

Email/call Mary Kay Englen, Staff & Organizational Development:

englenmarykay@fhda.edu, 408-864-8322

To request information/training/account for Catalyst/Moodle Online Classroom Management System:

Email/call April Qian, Supervisor, Distance Learning Center, qianapril@deanza.edu,

408-864-5399

To request training/account for Docutek, Electronic Reserves (to place copyrighted, downloadable documents online in a password-protected site):

Email/call Keri Kirkpatrick, Library Services, kirkpatrickkeri@deanza.edu, 408-864-8759