

Log In To My Portal

Open web browser and type myportal.fhda.edu

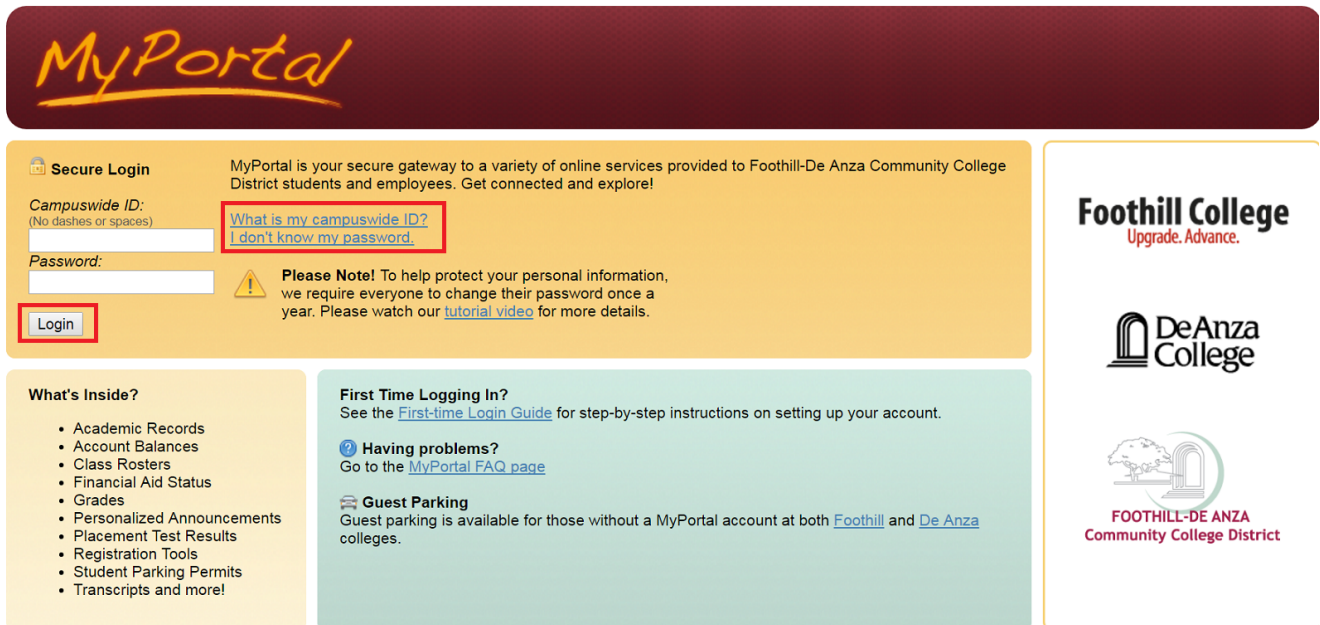
Enter Campuswide ID (8 digits, no dashes).

- **New students** received it by email when your application was accepted.
- **Continuing students** have the same ID as the prior year. Social Security numbers are no longer accepted as student IDs.
- **International students** go to International Student Program Office
- De Anza - Registration and Student Services Building, 2nd Floor (above the Bookstore)
- Foothill - Administration Building, office number [1933](#)
- **AB540 students** go to Admissions & Records office or send email to
- De Anza - [A & R Help Form](#)
- Foothill - [A & R Help Form](#)

Important Information

- Each student must have a unique email address. Two people who are taking classes cannot have the same email address. An application will also not be processed if another student is already in Banner with the same email, whether the existing student is registered for the current quarter or not. Each student really must have a unique email to apply.
- Registration and record holds are districtwide. 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.

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



The screenshot shows the MyPortal login interface. At the top is a dark red banner with the 'MyPortal' logo in orange script. Below this is a yellow 'Secure Login' section. It contains a 'Campuswide ID' field with a red box around the text 'What is my campuswide ID? I don't know my password.' and a 'Password' field. A 'Login' button is also highlighted with a red box. To the right of the password field is a 'Please Note!' warning icon and text. Below the login section are two light green boxes: 'What's Inside?' with a list of links and 'First Time Logging In?' with instructions and links. On the right side of the page, there are logos for Foothill College, DeAnza College, and Foothill-De Anza Community College District.

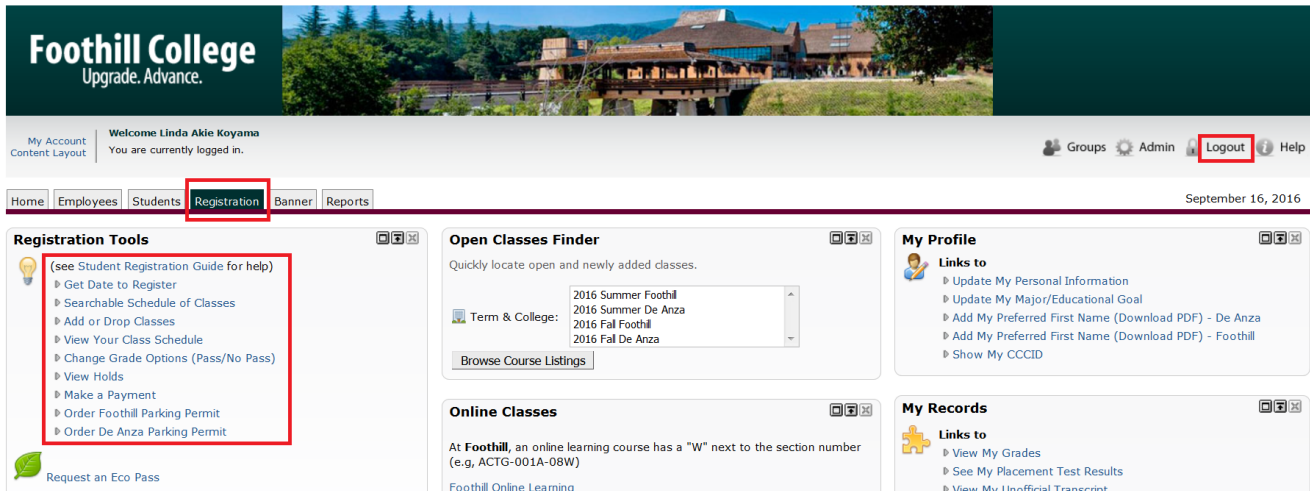
Enter password

The first time you log into MyPortal, your password will be your 6-digit date of birth, MMDDYY.

Example: Sept. 4, 1991 is 090491.

The system will then ask you to set your permanent password. Please choose at least 8 characters, both numbers and letters, NO special characters for a new password.

Select Registration Tab



When you finish using MyPortal, click on the Logout button

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.

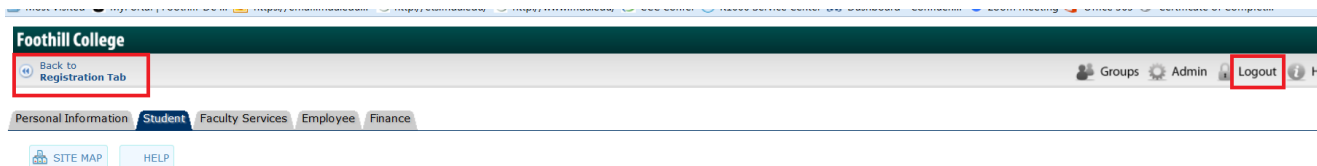
You will use the registration tab to perform all the functions needed to register and manage your interaction with Foothill and De Anza Colleges.

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

Get Date to Register

This screen will display the earliest time and date that 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 and have a date to register in order to register for classes.

To return to the registration tab click "Back to Registration Tab"



Registration Status

Information about your current registration status, and the dates for when you may register for courses, is listed below. If you do not have a Date to Register for one or both campuses below, it means that you are not currently eligible to register at the respective campus(es). This may be due to:

- Needing to submit a new admissions application. Applications are term-specific and do not carry over to the next term. If you are not currently enrolled in classes as a continuing student, you must submit a new admission application for the upcoming term.
- Needing to submit a new HS permission form. If you are currently enrolled as a special-admit/concurrent HS student, you must submit a new HS permission form for the upcoming term.

Your date to register is based on your current Registration Category. Please visit the Priority Enrollment section under the Registration tab to learn more about your Registration Category, what determines it, and how you may be able to improve it.

Contact the Admissions and Records office with any questions you have.

Foothill College:
650-949-7325
webregfh@fhda.edu

De Anza College:
408-864-8419
webregda@fhda.edu

Foothill College

Admitted

Dates to Register (latest first)

- 2016 Fall Foothill - July 20, 2016 12:00 PM

De Anza College

Admitted

Dates to Register (latest first)

Searchable Schedule of Classes

1. Click on **Searchable Schedule of Classes** to view available classes.
2. Select the College and term where you want to take a class.
3. Then click the Submit button.

Back to
Registration Tab

Personal Information **Student** Faculty Services Employee Finance

RETURN TO MENU

SITE MAP

HELP

Select Term or Date Range

Search by Term:

None	▼
None	▲
2016 Fall De Anza	
2016 Fall Foothill	
2016 Summer De Anza	
2016 Summer Foothill	
2016 Spring De Anza (View only)	
2016 Spring Foothill (View only)	
2016 Winter De Anza (View only)	
2016 Winter Foothill (View only)	
2015 Fall De Anza (View only)	
2015 Fall Foothill (View only)	

Searchable Schedule of Classes screen

1. The Searchable Schedule of Classes screen will display.
2. Select the subject(s) you are interested in. You must select at least one subject to do a search.
3. To select multiple subjects, hold down the control (ctrl for PC) or Command (Mac) and choose the subjects you'd like to see.
4. Optionally, you can also narrow down your search using the entry boxes and drop-down lists in the Advanced Search. The example to the left shows a search for Accounting and Anthropology classes that meet in the evening on Monday through Thursday (may need to edit).
5. To execute the search, click on the Course Search button or the Section Search for an advanced search at the bottom of the screen.
6. Be aware that a very specific search may not find any classes that fit your specification.

Important: You Must Attend the First Class!


Attendance at the first class meeting is required. If you do not attend, the instructor has the option of dropping you from the class to accommodate students on a waitlist.



It is not the responsibility of the instructor to drop a student. ***The student must officially drop classes in which s/he no longer wishes to be enrolled.*** Please check for the final date(s) to drop on MyPortal to ensure that you have been removed from the course before the last date to drop with a refund or the last day to drop with a "W".

Advanced Search

Se

 Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but at least one Subject. Select Section Search when your selection is complete.

Subject:

- Accounting-DA
- Administration of Justice-DA
- Anthropology-FD
- Arts-DA
- Astronomy-FD
- Automotive Technology-DA
- Biology-FD
- Business-FD
- Career Life Planning-DA
- Chemistry-FD

Course Number:

Title:

Schedule Type:

- All
- Dist Ed: Internet-Delay Inter
- Field Experience

Credit Range: hours to hours

Campus:

- All
- De Anza, Main Campus
- De Anza, Off Campus

Part of Term:
Non-date based courses only

- All
- 10 Week Session
- 8 Week Session

Instructor:

- All
- Abb, William H
- Abrahams, Matthew F

Session:

- All
- Day Course
- Evening Course

Attribute Type:

- All
- AA/AS Arts
- AA/AS Behavioral Science

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat Sun

Section Search

"Searchable Schedule of Classes" Results

When you click the Course Search button, the result of your search will display.

- You can use this screen to register for classes that
 1. Have a checkbox to the left of the class listing.
 2. And does not have a Waitlist (i.e. "WL Act" column contains 0). See instructions about getting on the Waitlist on the next page.
 - Click in the checkbox.
 - Click the Register button at the bottom of the screen.
 - Your Scheduled Classes will then display.
 - 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 the 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.)

Column Headers

CRN - is the class' unique ID number or Course Reference number. It is used to add your name to the Waitlist

Days - "Th" designates Thursday class sessions

Cap - maximum number of students who can register for a class

Act - actual number of students enrolled

Rem - remaining number of seats available

WL Cap - maximum number of seats on Waitlist

WL Act - actual number of students currently on Waitlist

WL Rem - remaining number of Waitlist Seats available

(MM/DD) - first and last day of class

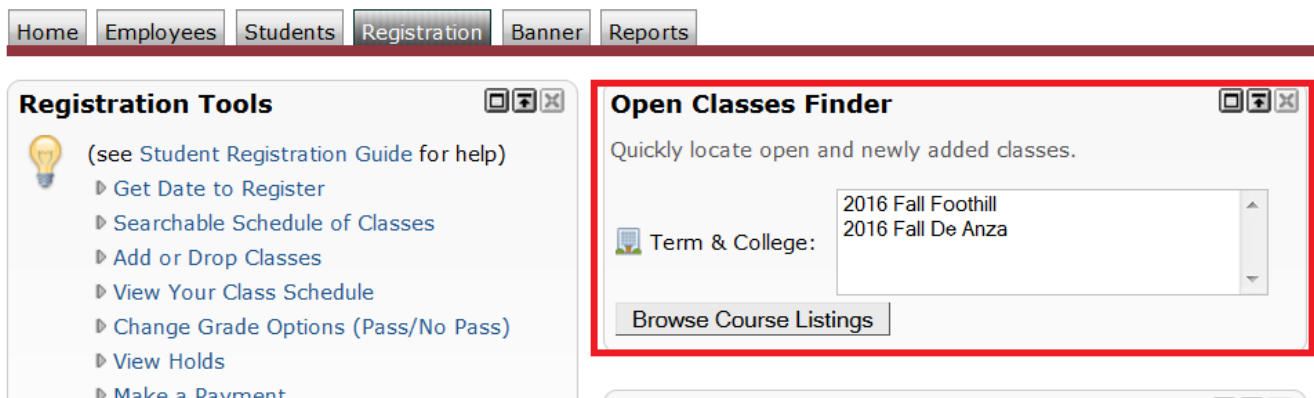
Location - college and room number for on campus classes

***When a Checkbox isn't really a Checkbox**

Classes with students on the "Waitlist" may display a checkbox and 1 or 2 "Rem" (remaining) 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.

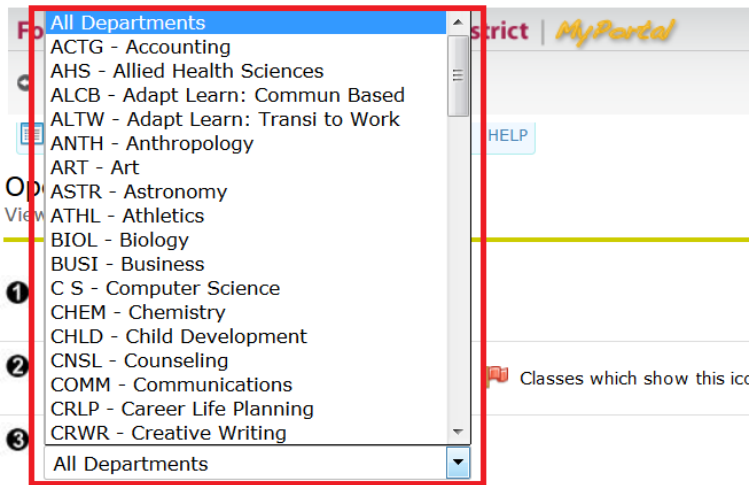
Using the Open Class Finder

Another way to search for open classes is using the open class finder found on the registration tab.



1. Select the College and term where you want to take a class and click "Browse Course Listings".
2. All currently open classes for that college and term will appear.
3. You can select filters or specific departments to narrow your search:

By Department:

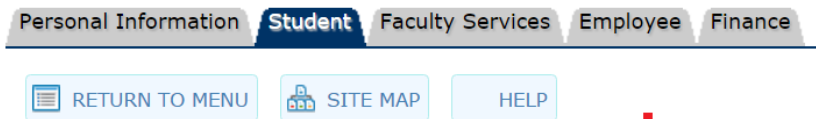


4. When you find a class that you would like to add, copy down the CRN number and go to the Add or Drop Classes link on the registration tab.

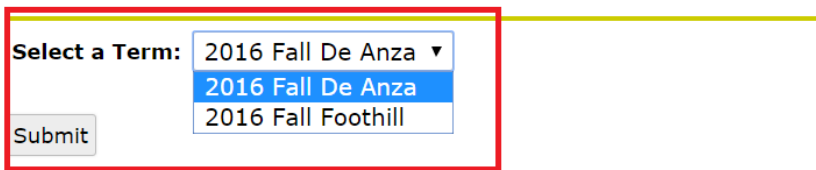
Add or Drop Classes

This screen displays when you click:

- On Add or Drop Classes link on the registration tab
- Select the college and term from the dropdown menu and click the submit button



Registration Term



Release: 8.7.1

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- Register on the Searchable Schedule of Classes screen
- On Add to WorkSheet on the Searchable Schedule of Classes screen



BACK TO Registration Tab Groups Admin Logout Help

Personal Information **Student** Faculty Services Employee Finance

RETURN TO MENU SITE MAP HELP

[Pay Now/Sign Up for a Payment Plan] Linda A. Koyama
2016 Fall Foothill
Sep 16, 2016 04:28 pm

To **ADD** a class or to be placed on a Waitlist, **ENTER** the Course Reference Number (CRN) in the Add Classes Worksheet section below. You can add up to 10 CRNs, one per edit field just below the CRNs label.

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.). For credit card or check refund, you must submit a Refund Request Form to the Cashier's Office if you already paid your fees. Please review refund web page on your college's web site.

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** 'Waitlisted', then **CLICK** Submit Changes. You should see a Status update for the waitlisted class. If the class waitlist is full, the Action Column will not appear.

IMPORTANT Waitlist Notification: When a class is full, you may place yourself on a waitlist. If a space opens up in the class prior to the term start, you will **automatically** be enrolled in the class and a confirmation email will be sent to your e-mail address that is on file.

Add Classes Worksheet

If you need assistance with adding multiple CRN's at the same time [Click here for Help](#)

Enter in your CRN's (Course Reference Number) below.

CRN CRN CRN CRN CRN CRN CRN CRN CRN CRN

Submit Changes Class Search Reset

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.

Note: If you want to **ADD** a class after you dropped it, or were dropped for non-payment, come back to this page and select "Web Registered" from the drop-down list. If the class is closed, "Web Registered" will not be an option. However, you can add your name to the Waitlist if there are seats available.

Waitlist Process

Cap	Act	Rem	WL Cap	WL Act	WL Rem
40	40	0	15	1	14
40	40	0	15	4	11

1. Determine that seats are available on the Waitlist. In the example, the first class has 14 remaining seats and the second has 11 seats on the waitlist. If there is no room on the waitlist, you can monitor the list online and if other students waitlisted for this course drop themselves from the waitlist, a space may open to add. You can also try attending the first time the class meets to see if the instructor can issue you an add code.
2. 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.

Sections Found

Accounting-FH						
Select	CRN	Subj	Crse	Sec	Comp	Cred
C	20444	ACTG	F001A	02W	FC	5.000
C	20001	ACTG	F001A	03Y	FH	5.000

3. Write down or copy the class CRN number and click [Add to worksheet](#) button at the bottom of the page.

Add Classes Worksheet

If you need assistance with adding multiple (

Enter in your CRN's (Course Reference Numl

CRN CRN C


Submit Changes

Class Search

Reset

4. On the next screen that appears, scroll down to the Add Classes Worksheet at the bottom of the page. Key in or paste the CRN number. Be sure to enter all five digits.
5. Click on [Submit changes](#) button.

6. You will see **Registration Add Errors** message in the middle of the screen. This is normal.

 **Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 1 Waitlisted	Action None	20378	ANTH	F001.	01	Foothill Undergraduate	4.000	Normal Grade Rules	INTRODUCTION TO PHYSICAL ANTHROPOLOGY

Add Classes Worksheet

If you need assistance with adding multiple CRN's at the same time [Click here for Help](#)


Enter in your CRN's (Course Reference Number) below.

CRN CRN CRN CRN CRN CRN CRN CRN CRN

Submit Changes Class Search Reset

Pay Now Sign Up for a Payment Plan

7. To be Added to the Waitlist, select waitlisted from the drop down menu and click submit changes.

 **Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 1 Waitlisted	Action Waitlisted	20378	ANTH	F001.	01	Foothill Undergraduate	4.000	Normal Grade Rules	INTRODUCTION TO PHYSICAL ANTHROPOLOGY

Add Classes Worksheet

If you need assistance with adding multiple CRN's at the same time [Click here for Help](#)

Enter in your CRN's (Course Reference Number) below.

CRN CRN CRN CRN CRN CRN CRN CRN CRN

Submit Changes Class Search Reset

Pay Now Sign Up for a Payment Plan

8. The system will then display your updated schedule.



Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Waitlisted on Sep 19, 2016	Action None	20378	ANTH	F001.	01	Foothill Undergraduate	0.000	Normal Grade Rules	INTRODUCTION TO PHYSICAL ANTHROPOLOGY

Total Credit Hours: 0.000
 Billing Hours: 0.000
 Minimum Hours: 0.000
 Maximum Hours: 21.500
 Date: Sep 19, 2016 08:55 am

Add Classes Worksheet

If you need assistance with adding multiple CRN's at the same time [Click here for Help](#)

Enter in your CRN's (Course Reference Number) below.

CRN CRN CRN CRN CRN CRN CRN CRN CRN

IMPORTANT: Waitlisted students must be present at the first meeting of the class. If you are accepted into the class and receive an add code after classes begin, you must process the add code before the quarter's add deadline.

Adding a Class with an Add Code

For regular 12-week courses, the add period is the first two weeks of the quarter. Add codes will not work prior to the first day of the class. Add codes are required after the first day of class (or after the first day of the quarter for online courses) in order to register. In addition, some courses require completion of prerequisite classes and some are only open to students already approved for special programs. See Class Schedule for class dates.

Students can add classes once school starts by:

- Attending the first day of the class and
- Receiving an Add Code from the instructor if there is room in the class

To add a class if you were not on the waitlist:

1. From the Registration Tab in MyPortal, click on Add or Drop Classes under Registration Tools.
2. Select the college and term from the drop-down menu and click the Submit button.



3. If you are not on the class' Waitlist, enter the 5-digit class CRN into the Add Classes Worksheet at the bottom of the screen. If you are on the class' Waitlist, see section below, "To add a class if you were on the waitlist".
4. Click the [Submit Changes](#) button.
5. A screen to enter the Add Code will pop up. Follow the instructions.
6. Payment in full is due immediately at the time of registration, or before the drop date for nonpayment. Payment installment schedules are available as well.

To add a class if you were on the waitlist:

1. From the Registration Tab in MyPortal, click on [Add or Drop Classes](#) under Registration Tools.
2. Select the college and term from the drop-down menu and click the [Submit](#) button.
3. From the Action drop down next to the waitlisted class, select Web Registered.
4. Click [Submit Changes](#) button.
5. A screen to enter the Add Code will pop up. Follow the instructions.
6. Payment in full is due immediately at the time of registration.

Foothill-De Anza Community College District | [MyPortal](#)

[Back to Registration Tab](#)

column for the number of students already on the waitlist. In the Action Column, **SELECT** waitlisted, then **CLICK** Submit Changes. You should see a status update. If the class is full, the Action Column will not appear.

⚠ IMPORTANT Waitlist Notification: When a class is full, you may place yourself on a waitlist. If a space opens up in the class prior to the term start, you will automatically receive a confirmation email will be sent to your e-mail address that is on file.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Sep 28, 2016	Action <input type="text" value="None"/>	20683	MATH	F001A	09W	Foothill Undergraduate	5.000	Normal Grade Rules	CALCULUS

Total Credit Hours: 5.000
 Billing Hours: 5.000
 Minimum Hours: 0.000
 Maximum Hours: 21.500

To request an add code for an online class at Foothill:

On the registration tab, look for the "add request for Foothill Online Classes" and click on "Browse Courses".



Home Employees Students **Registration** Banner Reports

Registration Tools

(see Student Registration Guide for help)

- ▶ Get Date to Register
- ▶ Searchable Schedule of Classes
- ▶ Add or Drop Classes
- ▶ View Your Class Schedule
- ▶ Change Grade Options (Pass/No Pass)
- ▶ View Holds
- ▶ Make a Payment
- ▶ Order Foothill Parking Permit
- ▶ Order De Anza Parking Permit

Request an Eco Pass

Open Classes Finder

Quickly locate open and newly added classes.

Term & College: 2016 Fall Foothill
2016 Fall De Anza

Online Classes

At **Foothill**, an online learning course has a "W" next to the section number (e.g., ACTG-001A-08W)
Foothill Online Learning

At **De Anza**, an online learning course has a "Z" next to the section number (e.g., ACCT-001A-63Z)
De Anza Distance Learning

Add Request for Foothill Online Courses

Request Add Codes for online learning courses offered through Foothill Online Learning.

Campus Bookstore

You are currently not registered for any classes.

My Account

2013 Winter De Anza	\$0.00
2013 Spring De Anza	\$0.00
2015 Fall Foothill	\$0.00
2015 Fall De Anza	\$0.00
2016 Spring Foothill	\$0.00
2016 Spring De Anza	\$0.00

After choosing the term, browse through the selection of online classes. Once you find one you wish to add, click on the box next to the class and click on "Request to add Selected Courses" and follow the directions.

Foothill Distance Learning - Add Request

Foothill College

Students: Distance learning courses offered through Foothill Global Access provide the option to submit an add request to the instructor after the quarter has started, or even if the class is full. Please choose then select the courses you are interested in selecting the checkboxes on the left, and then click "Request to Add Selected Courses".

Please Read: An add request is exactly that - it is only a request. Instructors are **not obligated** to accept your request to add the course. If you do not receive an add code, then the class was full and no students could be added.

Term: 2016 Fall Foothill

Accounting - ACTG [Back to Top](#)

Course	CRN <small>(click for more detail)</small>	Title	Status	Days	Time	Room	Campus	Units	Instructor <small>(click to e-mail)</small>	Seats Available	Waitlist Slots Available
<input type="checkbox"/> ACTG F001A06W	20002	FINANCIAL ACCOUNTING I	Open	TBA	TBA	ONLINE	FC	5.00	Seyedin	6	14
<input type="checkbox"/> ACTG F001A07W	20003	FINANCIAL ACCOUNTING I	Open	TBA	TBA	ONLINE	FC	5.00	Seyedin	3	15
<input type="checkbox"/> ACTG F001A09W	20552	FINANCIAL ACCOUNTING I	Open	TBA	TBA	ONLINE	FC	5.00	Seyedin	8	15
<input type="checkbox"/> ACTG F001B04W	20415	FINANCIAL ACCOUNTING II	Open	TBA	TBA	ONLINE	FC	5.00	Mamidanna	6	15
<input type="checkbox"/> ACTG F001C02W	20008	MANAGERIAL ACCOUNTING	Waitlist	TBA	TBA	ONLINE	FC	5.00	Benson	0	15
<input type="checkbox"/> ACTG F001C04W	20464	MANAGERIAL ACCOUNTING	Open	TBA	TBA	ONLINE	FC	5.00	Benson	3	15

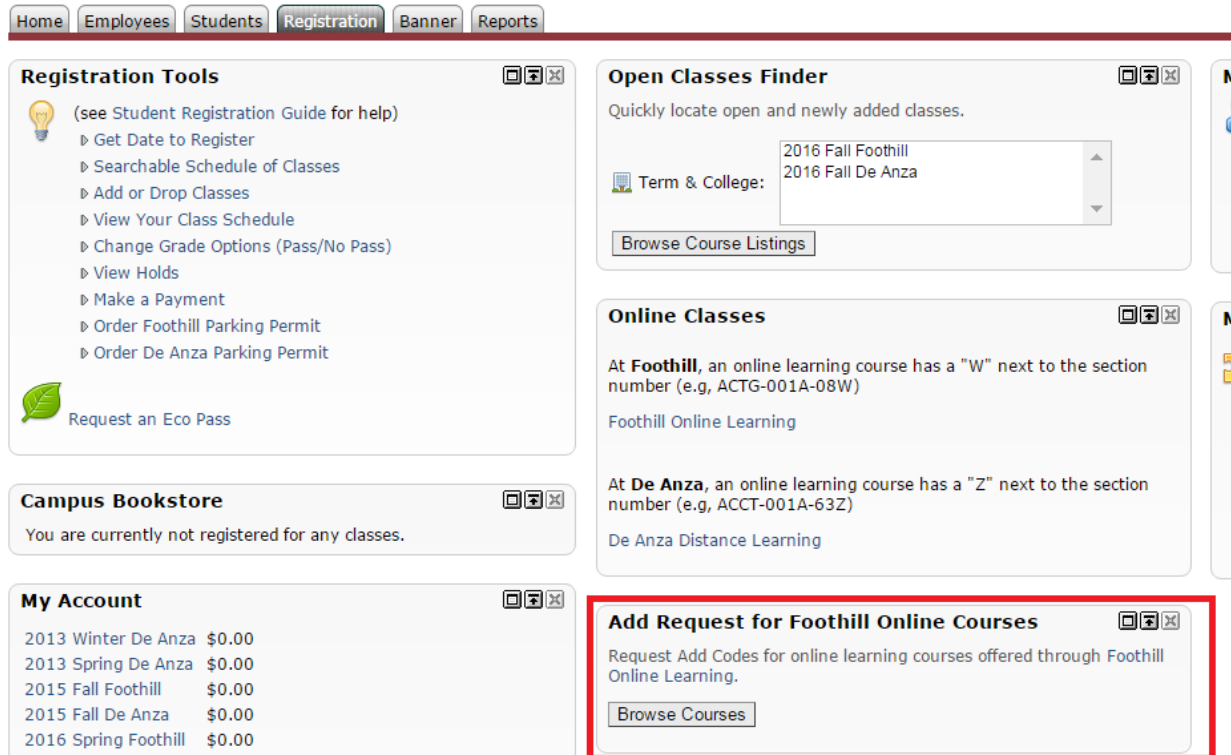
Changing Grading Options

Students may select the Pass/No Pass option instead of a letter grade (A, B, C, etc), as long as s/he makes the change no later than the Friday of the fourth week of the term. For courses shorter than 12 weeks, it is the third week of the term. Timing determines how this change is made:

- Before the first day of the class: Use the Registration tab on MyPortal and select Change Grade Options (Pass/No Pass).
- Once the class starts: You will need to download, fill out and print the [Pass/No Pass form](#). You will not be able to save the completed form. Print it once you filled it out. Then sign it and deliver it to Admissions and Records to request the change.

There are a couple of things you should consider before selecting Pass/No Pass as a grading option:


- Once a student has selected the Pass/No Pass option, the resulting grade will be final.
- Some courses are designed as P/NP courses. A letter grade is not available in these courses.
- Students selecting the P/NP option must complete all course work and attendance requirements assigned by the instructor.



Home Employees Students **Registration** Banner Reports

Registration Tools (see Student Registration Guide for help)

- ▶ Get Date to Register
- ▶ Searchable Schedule of Classes
- ▶ Add or Drop Classes
- ▶ View Your Class Schedule
- ▶ Change Grade Options (Pass/No Pass)
- ▶ View Holds
- ▶ Make a Payment
- ▶ Order Foothill Parking Permit
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2013 Spring De Anza	\$0.00
2015 Fall Foothill	\$0.00
2015 Fall De Anza	\$0.00
2016 Spring Foothill	\$0.00

Open Classes Finder

Quickly locate open and newly added classes.

Term & College: 2016 Fall Foothill
2016 Fall De Anza

[Browse Course Listings](#)

Online Classes

At **Foothill**, an online learning course has a "W" next to the section number (e.g, ACTG-001A-08W)

[Foothill Online Learning](#)

At **De Anza**, an online learning course has a "Z" next to the section number (e.g, ACCT-001A-63Z)

[De Anza Distance Learning](#)

Add Request for Foothill Online Courses

Request Add Codes for online learning courses offered through Foothill Online Learning.

[Browse Courses](#)

This is not a request to audit a class.

- Check with you college as to the number of allowable units that may be taken P/NP and can be applied toward an AA or AS degree.



- No "P" grades may be applied toward a major or English and Math courses used to fulfill General Education transfer requirements.
- If you plan to transfer, some four-year institutions require a letter grade for transfer. Check with counseling or the four-year institution requirements prior to choosing P/NP.