


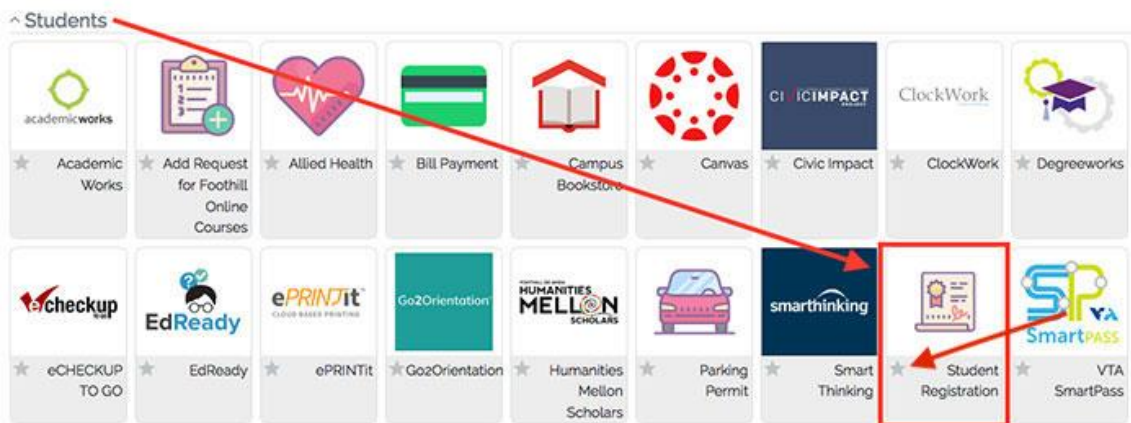
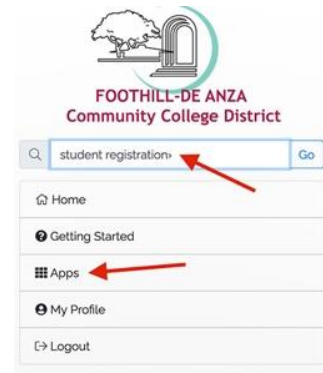
# Quick Guide to MyPortal Registration – Updated 2/12/2023

## Access Student Registration App in MyPortal

1. Log into MyPortal at [myportal.fhda.edu](http://myportal.fhda.edu) with an approved Web browser. 
2. CLICK Apps from left menu > Under Students, FIND and SELECT Student Registration tile/icon (find in alphabetical order).

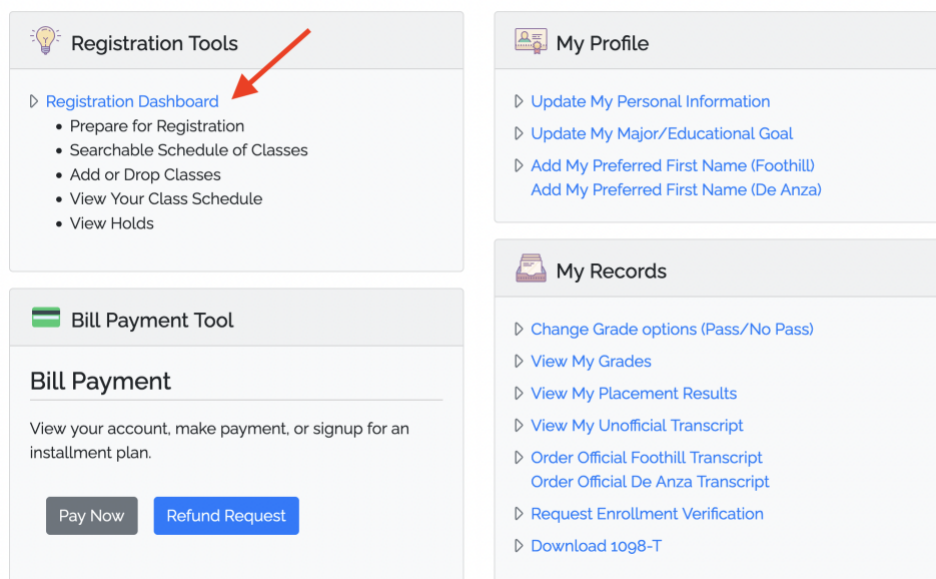
For future quick access, CLICK the star on the tile to add to your Favorites.

**Tip:** You can SEARCH for Student Registration in left menu search field.



3. Under Registration Tools, SELECT **Registration Dashboard**.

### Student Registration



**Registration Tools**

- ▶ **Registration Dashboard**
  - Prepare for Registration
  - Searchable Schedule of Classes
  - Add or Drop Classes
  - View Your Class Schedule
  - View Holds

**Bill Payment Tool**

**Bill Payment**

View your account, make payment, or sign up for an installment plan.

[Pay Now](#) [Refund Request](#)

**My Profile**

- ▶ [Update My Personal Information](#)
- ▶ [Update My Major/Educational Goal](#)
- ▶ [Add My Preferred First Name \(Foothill\)](#)  
[Add My Preferred First Name \(De Anza\)](#)

**My Records**


- ▶ [Change Grade options \(Pass/No Pass\)](#)
- ▶ [View My Grades](#)
- ▶ [View My Placement Results](#)
- ▶ [View My Unofficial Transcript](#)
- ▶ [Order Official Foothill Transcript](#)  
[Order Official De Anza Transcript](#)
- ▶ [Request Enrollment Verification](#)
- ▶ [Download 1098-T](#)


# From the Registration Dashboard, Choose What You Would Like to Do


[Student](#) • [Registration](#)


## Registration

What would you like to do?

 **Prepare for Registration**  
View registration status, update student term data, and complete pre-registration requirements.

 **Register for Classes**  
Search and register for your classes. You can also view and manage your schedule.

 **Browse Classes**  
Looking for classes? In this section you can browse classes you find interesting.

 **View Registration Information**  
View your past schedules and your ungraded classes.

1. Select one of four links, depending on what you want to do.

- a. **Prepare for Registration** – View registration status, holds, and your date and time ticket to register for a selected term.

[Student](#) • [Registration](#) • [Select a Term](#) • [Prepare for Registration](#)

## Prepare for Registration

Registration Status

### Registration Status

Term: 2023 Spring Foothill

- ✓ Your Student Status permits registration.
- ✓ Your academic status is Good Standing. Your progress evaluation is Good Standing. Your academic standing is Good Standing which permits registration.
- ✓ You have no holds which prevent registration.
- ⚠ Time tickets do not allow registration at this time. Please register within these times: 03/02/2023 08:30 AM - 06/24/2023 11:00 PM

- b. **Browse Classes** – Search for classes to plan your class schedule before you register. Follow steps below and note the CRN (Course Registration Number) for the classes you want to take. You'll use them during registration.
- SELECT a term and campus (Foothill) > CLICK Continue
  - TYPE and/or SELECT Subjects or Key Words > CLICK Search
  - For more information about each search result*, CLICK a Course Title to display a pop up with more information. Also HOVER your cursor to the right of a title over the CRN or Meeting Times. **NOTE:** CLICK Instructor name for instructor's email. You can also change the width of columns for improved viewing.
  - TIP:** You may also browse the Foothill searchable schedule at [foothill.edu/schedule](http://foothill.edu/schedule) or search for classes to add during the registration process.

- c. **Register for Classes** – Here you'll add, waitlist or drop a class. When registering, you can Find Classes to add, OR most easily Enter CRNs (Course Registration Number) to register. Also manage your schedule, including requesting grade of pass/no pass. View the STEPS TO REGISTER FOR CLASSES section below for complete details.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

### Register for Classes

Find Classes | Enter CRNs | Schedule and Options

**Enter Your Search Criteria** ⓘ

Term: 2023 Winter Foothill

Subject

Course Number

Keyword

[Advanced Search](#)

Title	Details	Hours	CRN	Schedule Type	Status	Action
ADOBE PHOTOSHOP OVE...	LINC F073., 01W	1	31521	Dist Ed: Internet-...	Registered	None
WEBSITE DESIGN & DEVL...	GID F057., 01W	0	31634	Dist Ed: Internet-...	Dropped	None

Total Hours | Registered: 1 | Billing: 5 | CEU: 0 | Min: 0 | Max: 21.5

- d. **View Registration Information** – View your past schedules and ungraded classes by term, and active registrations for current term.

### View Registration Information

Look up a Schedule | **Active Registrations**

ⓘ The following classes are not officially considered complete for transcript purposes.

**ADOBE PHOTOSHOP OVERVIEW, Learning in New Media Class-FH F073., Section 01W**

<b>Term:</b> 2023 Winter Foothill	<b>Instructional Methods:</b> Dist Ed: Internet-Delay Inter	<b>Instructor:</b> Cavada, William
<b>CRN:</b> 31521	<b>Campus:</b> Foothill, Main Campus	<b>Grade Mode:</b> Pass/No pass
<b>Status:</b> **Web Registered** 01/21/2023	<b>Start Date:</b> 02/13/2023	
<b>Schedule Type:</b> Dist Ed: Internet-Delay Inter	<b>End Date:</b> 03/24/2023	
<b>Hours:</b> 1	<b>Level:</b> Foothill Undergraduate	

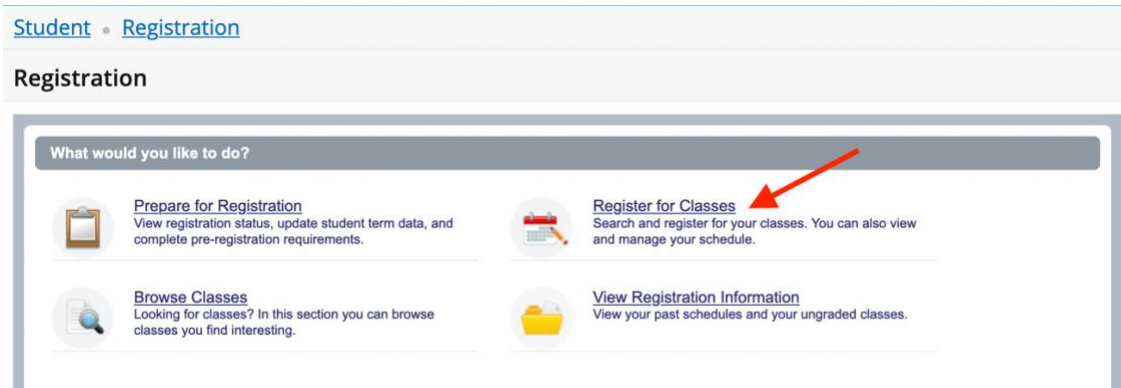
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**Leadership in Energy and Environmental Design/Sustainability Codes, Environmental Studies-DA D081., Section 50Z**

<b>Term:</b> 2023 Winter De Anza	<b>Instructional Methods:</b> Dist Ed: Internet-Delay Inter	<b>Instructor:</b> Wheelean, Ronald
<b>CRN:</b> 35702	<b>Campus:</b> De Anza, Main Campus	<b>Grade Mode:</b> Normal Grade Rules
<b>Status:</b> **Web Registered** 01/14/2023	<b>Start Date:</b> 02/20/2023	
<b>Schedule Type:</b> Dist Ed: Internet-Delay Inter	<b>End Date:</b> 03/31/2023	
<b>Hours:</b> 2	<b>Level:</b> De Anza Undergraduate	

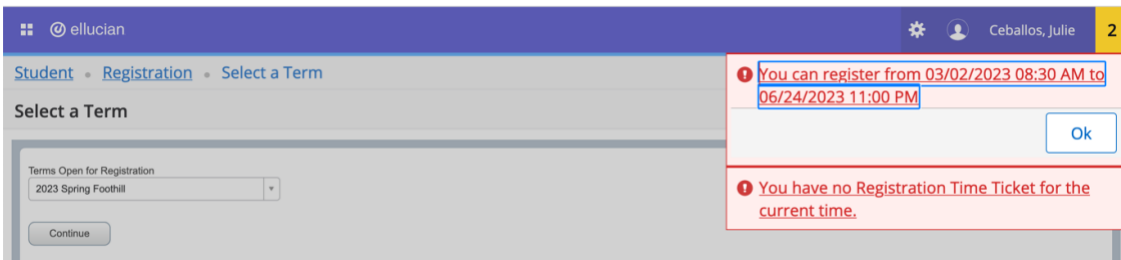
## Steps to Register for Classes in MyPortal

1. From **Registration Dashboard**, CLICK Register for Classes.

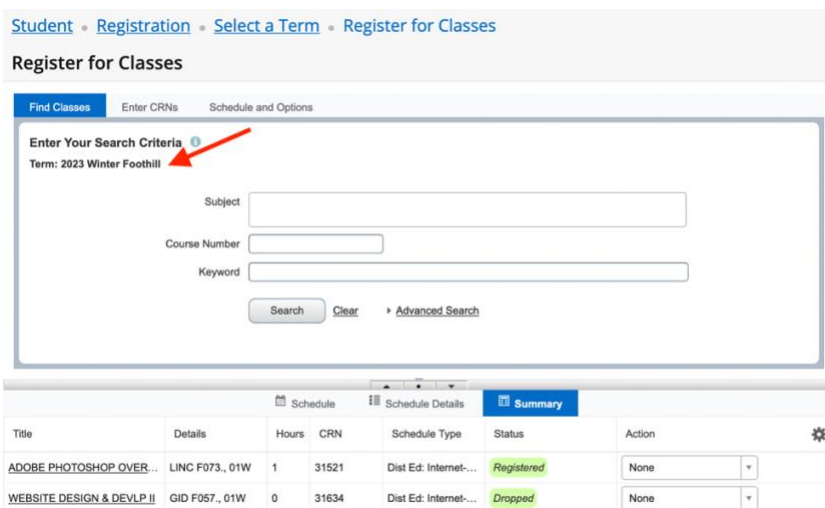


2. SELECT a Term and College (Foothill)

Note: If you select a future term even if eligible to register with a date and time, you cannot access the Register for Classes section until your specified date and time, and will see a message to that effect.



If you are an enrolled student, you can access the current term Register for Classes page.



### 3. FIND CLASSES or ENTER CRNs

To add a class, SELECT either the Find Classes or Enter CRNs tab.

#### a. Find (Search) Classes > TYPE in Subjects > CLICK Search

Find Classes | Enter CRNs | Schedule and Options

Enter Your Search Criteria ⓘ  
Term: 2023 Winter Foothill

Subject: Business-FH Learning in New Media Class-FH You can add another

Course Number:

Keyword:

Search Clear Advanced Search

> VIEW Results > CLICK Course Title for more info > CLICK Add or Search Again

Find Classes | Enter CRNs | Schedule and Options

Search Results — 51 Classes  
Term: 2023 Winter Foothill Subject: Business-FH, Learning in New Media Class-FH

Dist Ed: Internet...	CRN	Section	Days	Time	CRN	Section	Days	Time	Type	Status	Action
PRINCIPLES OF... Dist Ed: Internet...	30...	20...	Mancuso, Na...	S M T W T F S	-	Lect	F...	10 of...	FUL...	10 of...	Add
MKT ANALYTCS/... Dist Ed: Internet...	31...	20...	Mancuso, Na...	S M T W T F S	-	Lect	F...	20 of 20...	FUL...	20 of 20...	Add
EMAIL MARKETI... Lecture and/or Di...	31...	20...	Ghosh, Sree...	S M T W T F S	-	Lect	F...	20 of 20...	FUL...	20 of 20...	Add
EMAIL MARKETI... Lecture and/or Di...	31...	20...	Ghosh, Sree...	S M T W T F S	-	Lect	F...	20 of 20...	FUL...	20 of 20...	Add

Search Again

#### b. Enter CRNs > Type in CRNs > CLICK Add to Summary

To most quickly add classes, enter the CRNs (Course Registration Number) of the course sections you noted while planning your schedule.

Find Classes | Enter CRNs | Schedule and Options

Enter Course Reference Numbers (CRNs) to Register  
Term: 2023 Winter Foothill

CRN: 30651 PRINCIPLES OF MARKETING BUSI F059., 01W

CRN: 31521 ADOBE PHOTOSHOP OVERVIEW LINC F073., 01W

CRN:

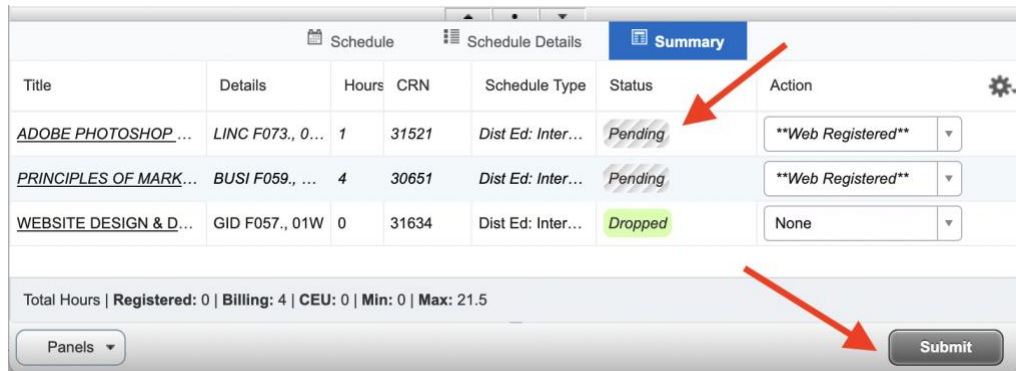
+ Add Another CRN Add to Summary

Schedule | Schedule Details | Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
WEBSITE DESIGN & D...	GID F057., 01W	0	31634	Dist Ed: Inter...	Dropped	None

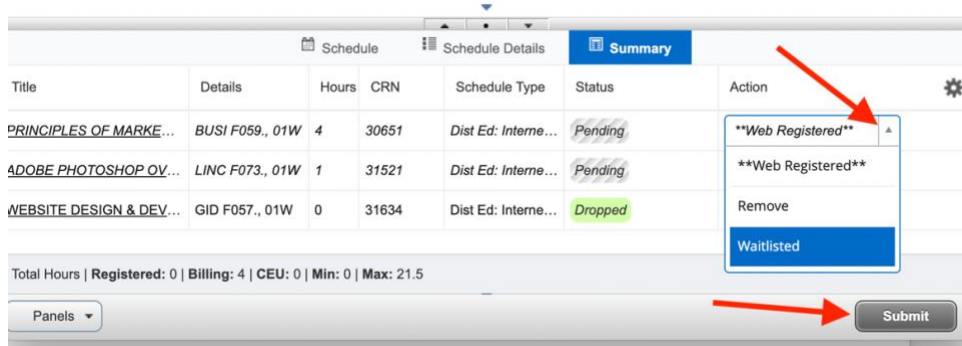
#### 4. COMPLETE Add Registration

- a. After you add a course(s) to your Summary, you must confirm you want to add the class to your schedule. Under Action, see the Action to be confirmed, and CLICK Submit.

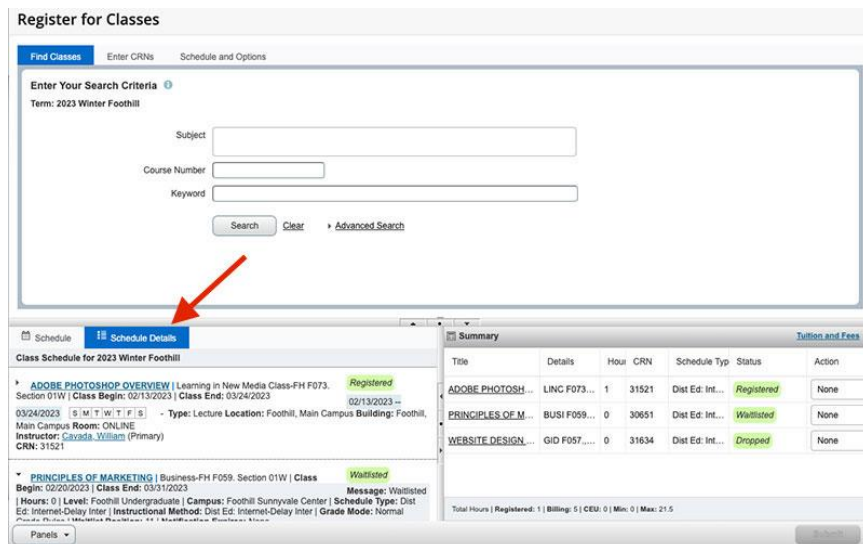


#### 5. ADD Your Name to a Waitlist

- a. **If a course is closed with a Waitlist**, follow the same steps to add the class to your Summary, then SELECT Waitlist from the dropdown menu > CLICK Submit.



- b. **To find your place on the Waitlist**, SELECT Schedule Details tab. See c. instruction details below to view your waitlist placement.





- c. CLICK the pointer next to class title to see more information. It will point down to show Waitlist Position #.

**Schedule** | **Schedule Details**

**Class Schedule for 2023 Winter Foothill**

▶ **ADOBE PHOTOSHOP OVERVIEW** | Learning in New Media Class-FH F073. Section 01W | **Class Begin:** 02/13/2023 | **Class End:** 03/24/2023 | **Registered**

S M T W T F S - **Type:** Lecture **Location:** Foothill, Main Campus **Building:** Foothill, Main Campus **Room:** ONLINE

**Instructor:** [Covada, William](#) (Primary)  
**CRN:** 31521

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▼ **PRINCIPLES OF MARKETING** | Business-FH F059. Section 01W | **Class Begin:** 02/20/2023 | **Class End:** 03/31/2023 | **Waitlisted**

0 | **Level:** Foothill Undergraduate | **Campus:** Foothill Sunnyvale Center | **Schedule Type:** Dist Ed: Internet-Delay Inter | **Instructional Method:** Dist Ed: Internet-Delay Inter | **Grade Mode:** Normal Grade Rules | **Waitlist Position:** 11 | **Notification Expires:** None

02/20/2023 -- 03/31/2023 S M T W T F S - **Type:** Lecture **Location:** Foothill Sunnyvale Center **Building:** Foothill Sunnyvale Center **Room:** ONLINE

**Instructor:** [Mancuso, Natasha](#) (Primary)  
**CRN:** 30651

6. ADD with an Add Authorization Code (see 6. c. if you are on a waitlist)

- a. When given an ADD CODE, to register, SELECT the Enter CRN tab > Type the 5-digit CRN for the class > CLICK Add to Summary (see 3. b. above) > A screen to enter the add code will pop up. > ENTER the Add Authorization Code provided (copy/paste from instructor's email when possible) > CLICK Confirm

**Enter Your Authorization Code**

Authorization Code is Required: To register for a section, enter your authorization code.

Title	Subject	Course	CRN	Section	Hours	Authorization Code Message	Authorization Code
Energy, the Environment, and Society	E S	D004.	38117	01Z	4	Authorization required: Closed Section	2AR22R

Cancel Confirm

- b. On your Summary, if there are no registration errors, you will see a *Pending Status* with **\*\*Web Registered\*\*** > CLICK Submit > Status will change to *Registered*

**Summary** | [Tuition and Fees](#)

Title	Details	Hour	CRN	Schedule Typ	Status	Action
Energy, the Environ...	E S D004., ...	4	38117	Dist Ed: Int...	Pending	**Web Registered**
Leadership in Energ...	E S D081., ...	2	35702	Dist Ed: Int...	Registered	None

Total Hours | Registered: 2 | Billing: 2 | CEU: 0 | Min: 0 | Max: 21.5

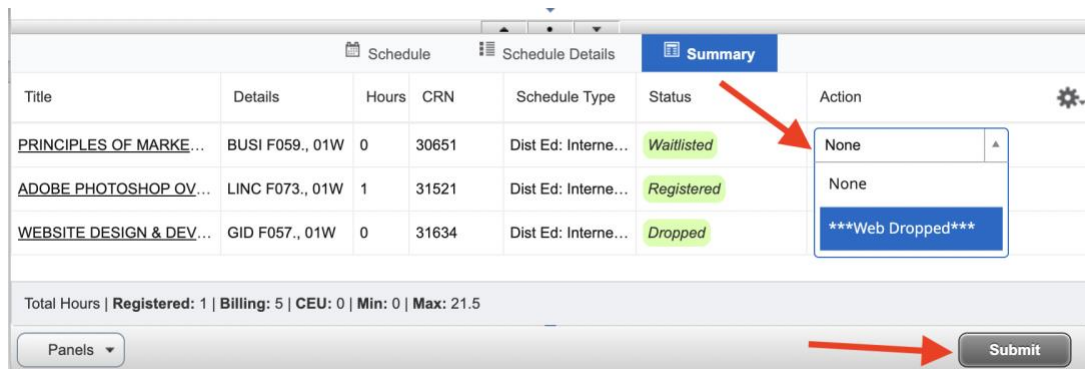
Submit

c. **Waitlisted Add Codes:**

- i. An instructor may not issue Add Codes to all students on the waitlist once the quarter begins. It is best to email the instructor to see if it is possible to be added, noting that you are on the waitlist.
- ii. NOTE: If you are provided an ADD CODE for a class in which you are on the waitlist, you will need to *first* DROP the class from your summary (See 7. a. below).
- iii. Then follow steps above to ADD with an Add Authorization Code.

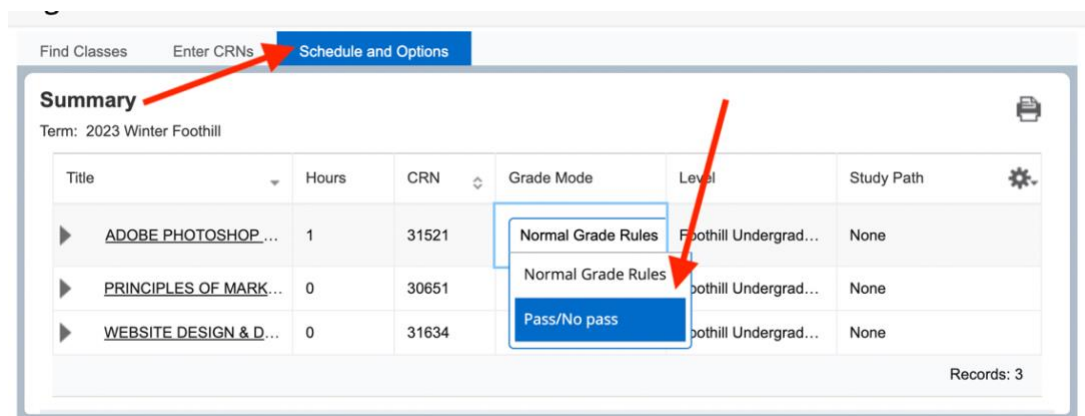
7. DROP/WITHDRAW from a Class

- a. VIEW your Summary Registered or Waitlisted classes > SELECT **\*\*Web Dropped\*\*** from the Action menu > CLICK Submit



8. REQUEST PASS/NO PASS

- a. Before choosing the option, please review our [Pass/No Pass Guidelines](#).
- b. **For courses that offer this option**, you can choose Pass/No Pass > SELECT Schedule and Options > Under Grade Mode, SELECT from the dropdown menu > SELECT Pass/No Pass if available > You will be prompted to Save





## 9. PAY YOUR FEES

- a. CLICK on the **Tuition and Fees** link in your Summary Box

**Register for Classes**

Find Classes | Enter CRNs | Schedule and Options

Enter Your Search Criteria

Term: 2023 Winter Foothill

Subject

Course Number

Keyword

Search Clear Advanced Search

**Summary** | Tuition and Fees

Title	Details	Hour	CRN	Schedule Type	Status	Action
ADOBE PHOTOSH...	LINC F073...	1	31521	Dist Ed: Int...	Registered	None
PRINCIPLES OF MA...	BUSI F059...	0	30651	Dist Ed: Int...	Waitlisted	None
WEBSITE DESIGN ...	GID F057...	0	31634	Dist Ed: Int...	Dropped	None

- b. VIEW your account details

Tuition and Fees for 2023 Winter Foothill

The total here does not represent everything you owe. To make a payment and view your account details, please use the Bill Payment app in MyPortal.

Code	Description	Amount (USD)
1514	FH VTA SmartPass	\$5.75
3001	FH Enrollment Fee	\$31.00
Total:		\$36.75

Total Credit Hours: 1

- c. To pay your fees, use the Bill Payment under MyPortal Student Registration.

Bill Payment Tool

### Bill Payment

View your account, make payment, or signup for an installment plan.

Pay Now Refund Request

## NEED HELP PAYING YOUR FEES?

Learn about [payment policies](#), including drop for nonpayment and methods of payment on the [Cashier's Office website](#) and visit the [Financial Aid Office](#) for ways we can help.