
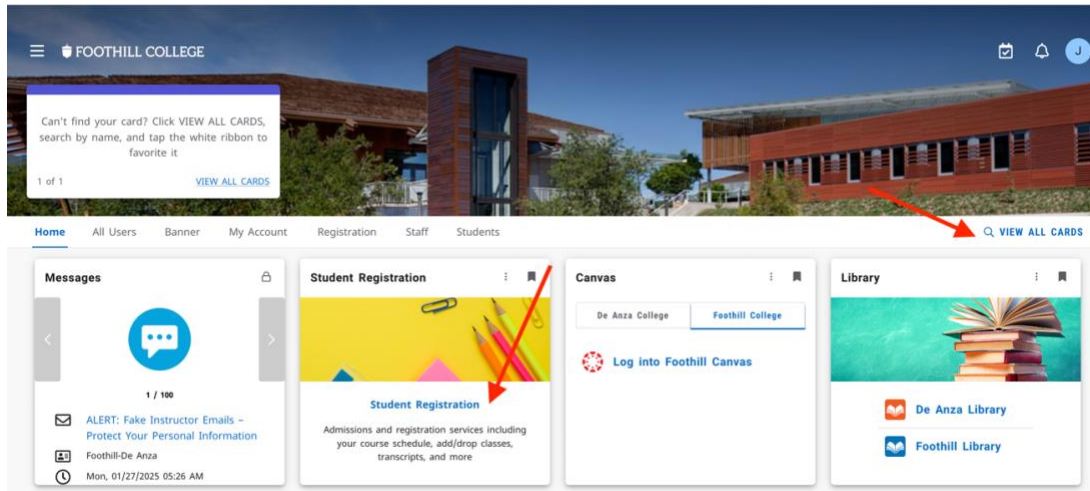


Quick Guide to MyPortal Registration – Updated 5/23/2025

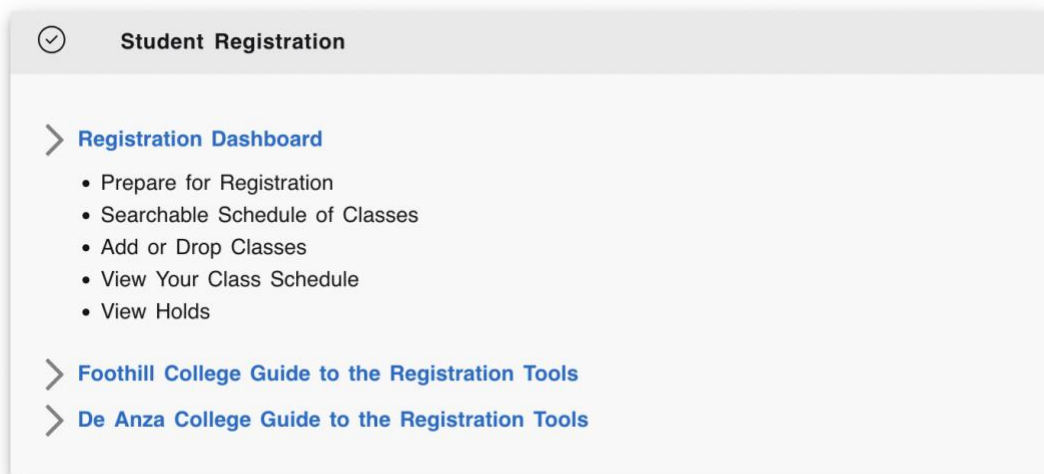
Access Student Registration Tools in MyPortal

1. Log into MyPortal at myportal.fhda.edu with an approved Web browser. 
2. SELECT Student Registration Card.



Tip: Can't find the Student Registration Card? Follow the prompt on the top left announcement to VIEW ALL CARDS.

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




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 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

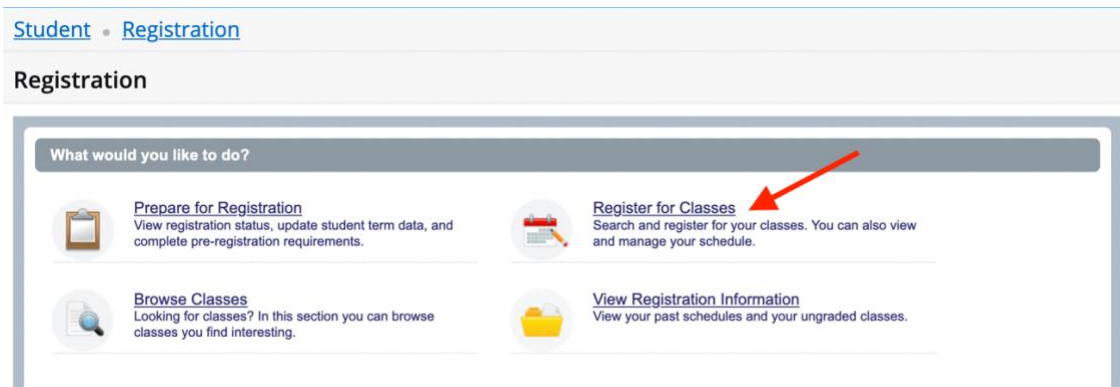
Term: 2023 Winter Foothill CRN: 31521 Status: **Web Registered** 01/21/2023 Schedule Type: Dist Ed: Internet-Delay Inter Hours: 1	Instructional Methods: Dist Ed: Internet-Delay Inter Campus: Foothill, Main Campus Start Date: 02/13/2023 End Date: 03/24/2023 Level: Foothill Undergraduate	Instructor: Cavada, William Grade Mode: Pass/No pass
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Leadership in Energy and Environmental Design/Sustainability Codes, Environmental Studies-DA D081., Section 50Z

Term: 2023 Winter De Anza CRN: 35702 Status: **Web Registered** 01/14/2023 Schedule Type: Dist Ed: Internet-Delay Inter Hours: 2	Instructional Methods: Dist Ed: Internet-Delay Inter Campus: De Anza, Main Campus Start Date: 02/20/2023 End Date: 03/31/2023 Level: De Anza Undergraduate	Instructor: Wheehahan, Ronald Grade Mode: Normal Grade Rules
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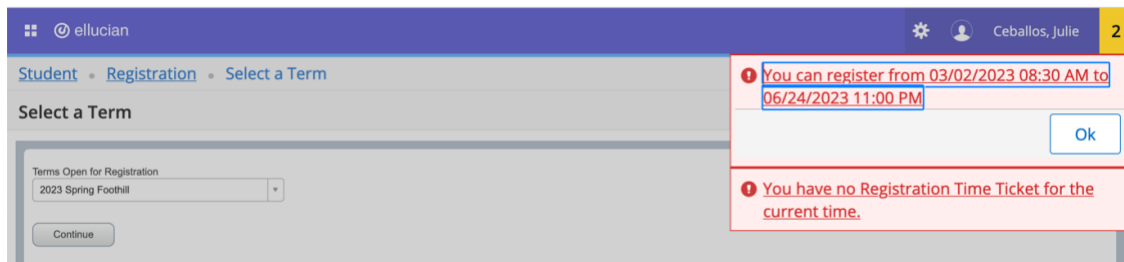
Steps to Register for Classes in MyPortal

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

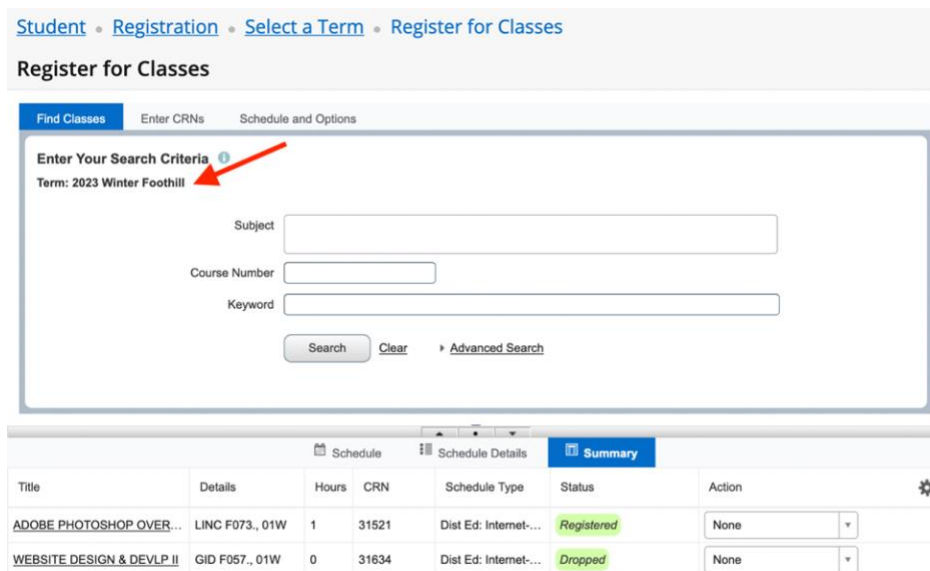


2. SELECT a Term and College (Foothill)

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 You can add another

Course Number

Keyword

[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 Subject: Business-FH, Learning in New Media Class-FH

Term: 2023 Winter Foothill

Dist Ed: Internet...	Course...	F...	01W	4	31...	20...	Mancuso, Na...	S M T W T F S	Type: Lect	F...	20 of 20 ...	10 of ...	Add
PRINCIPLES OF MARKETING	Dist Ed: Internet-Delay Inter	Busine...	F...	01W	4	31...	20...	Mancuso, Na...	S M T W T F S	Type: Lect	F...	20 of 20 ...	Add
MKT ANALYTICS/...	Dist Ed: Internet...	Busine...	F...	01W	4	31...	20...	Mancuso, Na...	S M T W T F S	Type: Lect	F...	30 of 50 ...	Add
EMAIL MARKETI...	Lecture and/or Di...	Busine...	F...	01D	4	31...	20...	Ghosh, Sree...	S M T W T F S	Type: Lect	F...	10 of 20 ...	Add
EMAIL MARKETI...	...	Busine...	F...	01D	4	31...	20...	Ghosh, Sree...	S M T W T F S	Type: Lect	F...	10 of 20 ...	Add

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 PRINCIPLES OF MARKETING BUSI F059., 01W

CRN 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

- 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**.

Schedule							Schedule Details	Summary
Title	Details	Hours	CRN	Schedule Type	Status	Action		
ADOBE PHOTOSHOP...	LINC F073., 0...	1	31521	Dist Ed: Inter...	Pending	**Web Registered**		
PRINCIPLES OF MARK...	BUSI F059., ...	4	30651	Dist Ed: Inter...	Pending	**Web Registered**		
WEBSITE DESIGN & D...	GID F057., 01W	0	31634	Dist Ed: Inter...	Dropped	None		

Total Hours | Registered: 0 | Billing: 4 | CEU: 0 | Min: 0 | Max: 21.5

Panels **Submit**

5. ADD Your Name to a Waitlist

- 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**.

Title	Details	Hours	CRN	Schedule Type	Status	Action
PRINCIPLES OF MARKETING	BUSI F059, 01W	4	30651	Dist Ed: Intern...	Pending	**Web Registered**
ADOBE PHOTOSHOP OVERVIEW	LINC F073, 01W	1	31521	Dist Ed: Intern...	Pending	**Web Registered**
WEBSITE DESIGN & DEVELOPMENT	GID F057, 01W	0	31634	Dist Ed: Intern...	Dropped	Remove

Total Hours | Registered: 0 | Billing: 4 | CEU: 0 | Min: 0 | Max: 21.5

Submit

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

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

Schedule | **Schedule Details** | Summary | Tuition and Fees

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

02/13/2023 -- 03/24/2023

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

Instructor: Cavada, William (Primary)

CRN: 31521

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

02/20/2023 -- 03/31/2023

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

Instructor: Mancuso, Natasha (Primary)

CRN: 30651

- 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

02/13/2023 -- 03/24/2023

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

Instructor: Cavada, William (Primary)

CRN: 31521

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

02/20/2023 -- 03/31/2023

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

Instructor: Mancuso, Natasha (Primary)

CRN: 30651

Message: Waitlisted | Hours: 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

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

Title	Subject	Course	CRN	Section	Hours	Authorization Code Message	Authorization Code
Energy, the Environment, and Society	ES	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*

Title	Details	Hour	CRN	Schedule Type	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:**

- 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.
- 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).
- 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

Title	Details	Hours	CRN	Schedule Type	Status	Action
PRINCIPLES OF MARKETING	BUSI F059., 01W	0	30651	Dist Ed: Intern...	Waitlisted	None
ADOBE PHOTOSHOP OVERVIEW	LINC F073., 01W	1	31521	Dist Ed: Intern...	Registered	None
WEBSITE DESIGN & DEVELOPMENT	GID F057., 01W	0	31634	Dist Ed: Intern...	Dropped	***Web Dropped***

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

Submit

8. REQUEST PASS/NO PASS

- Before choosing the option, please review our [Pass/No Pass Guidelines](#).
- 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

Find Classes Enter CRNs **Schedule and Options**

Summary

Term: 2023 Winter Foothill

Title	Hours	CRN	Grade Mode	Level	Study Path
ADOBE PHOTOSHOP OVERVIEW	1	31521	Normal Grade Rules	Foothill Undergrad...	None
PRINCIPLES OF MARKETING	0	30651	Normal Grade Rules	Foothill Undergrad...	None
WEBSITE DESIGN & DEVELOPMENT	0	31634	Pass/No pass	Foothill Undergrad...	None

Records: 3

9. PAY YOUR FEES

- 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

[Advanced Search](#)

Schedule | Schedule Details

Class Schedule for 2023 Winter Foothill

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							

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.

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.