MyPortal Quick-Start for Faculty Tab

Log into MyPortal

.
- Open web browser and type myportal.fhda.edu
- Enter Campus Wide ID (8 digits, no dashes). It is on paycheck and same as used to view pay stub.
- Enter Password. The first time you Login, your password will be your 6 digit birthday, MMDDYY. Example Sept 4, 1917 is 090417.
- Click on Logon button or enter.
- Use links if you forgot ID or password.
- The All Users tab will display
- Starting Summer 2010, the only portal you will use will be MyPortal .

Select Faculty Tab

Accept Contract

Assign Final Grades & Enter Attendance Hours

Print Class Roster
Print Waitlist
Export Roster to Excel
E-mail student/Class

Post Office Hours

For detailed user instruction for all Faculty Tab functions, click HERE or go to http://ets.fhda.edu/call_center/myportal_faculty.

View Daily/Weekly Class Schedule

FERPA Alert! – Keep Student Educational Records confidential – Clear "History" (cache) before closing browser. Instructions are on district website.