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FOOTHILL DE ANZA

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MyPortal First-Time Login Guide

To Login

1. **Open an Internet browser** and type in the following URL: <http://myportal.fhda.edu/>
2. **Enter your login information** in the **Secure Login** area and **click the Login button**/.
 - a. Your **Username** is your 8-digit employee ID. **Look it up** at <http://employeeid.fhda.edu>.
 - b. Your **Password** is the same district-provided PIN number used for Liquid Office and the wireless FHDA network. Look it up at <http://employeepin.fhda.edu>.

Secure Login

MyPortal is your secure gateway to the variety of online services provided to employees of the Foothill-De Anza Community College District. Get connected and explore!

Username:

Password:



MyPortal will be available to students fall quarter 2010.

[Look Up Your Username and Employee/Student I.D.](#)
[Forgot Your Password?](#)

IMPORTANT: If you are unable to log in with the Username and Password (PIN) described above, contact the ETS Call Center at 408.864.TECH (8324) or e-mail techhelp@fhda.edu.

3. Upon successful login, you will be asked to **complete a Secret Questions and Answers** Setup form.

Questions	Answers
<input type="text" value="Your favorite pet?"/>	<input type="text"/>
<input type="text" value="Last name of your favorite teacher?"/>	<input type="text"/>
<input type="text" value="Maternal grandmother's name?"/>	<input type="text"/>
<input type="text" value="Who is your favorite artist?"/>	<input type="text"/>
<input type="text" value="Name of your first school?"/>	<input type="text"/>
<input type="button" value="Submit Setup"/> <input type="button" value="Cancel"/>	

- a. **Answer all five questions** based on the listed constraints and **click the Submit Setup** button. **NOTE: You may create your own questions** provided you meet the requirement for a minimum number of significant characters. Simply type over an existing question.

Employee ID

Portal

Multimedia Support

Phones/Voicemail

Virus/spyware/adware protection

E-Mail

Accounts

Username and passwords

Green computing

New Employee FAQ's

ETS Home

Fast Answers



Search

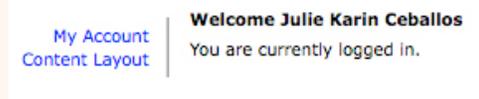
b. Once complete, you should receive the following message: Secret questions setup successful!

NOTE: Once logged in, you should see the portal page for your primary work location: Foothill, De Anza or Central Services. **If you do not see the appropriate campus/district logo** on your portal home page, contact the ETS Call Center at 408.864.TECH (8324) or e-mail techhelp@fhda.edu.



How to Change Your PIN Password for MyPortal (Optional)

1. Click on **My Account** in the upper left corner of the window.



2. Follow the directions to change your PIN password to a strong alphanumeric password as described.

My Account Preferences

Change Password

Please enter your current password and new password

Current password:

New password:

Confirm password:

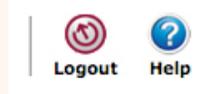
Password Requirements

- The password length must be 5 or greater.
- The password length must be 20 or less.
- The password must contain a letter.
- The password must contain a digit.

3. When done, click the **Save Changes** button at bottom right corner of the window. You should see a message in the Change Password area confirming you have successfully changed your password.

To Log Out of My Portal

1. Click the **Logout icon** in the upper right corner of the window.



Already Forgot Your Password?

1. Click the **Forgot Your Password?** link in the Secure Login area.
2. You will be prompted to **enter your 8-digit username and the answers to two of the secret questions** that you set up in Step 3 during your first-time login.

Once inside, click on the **Tutorial Tab** to learn more!



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