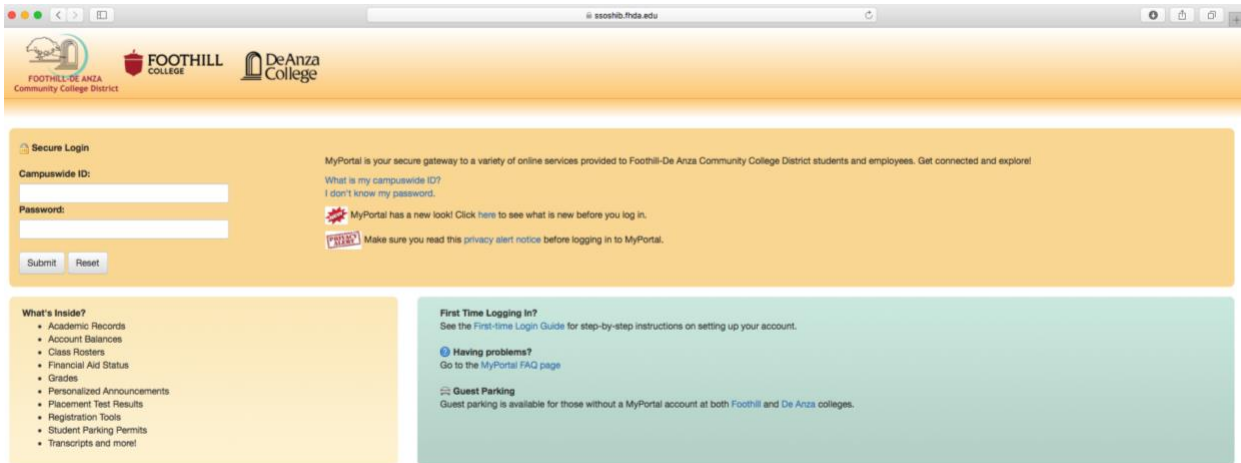
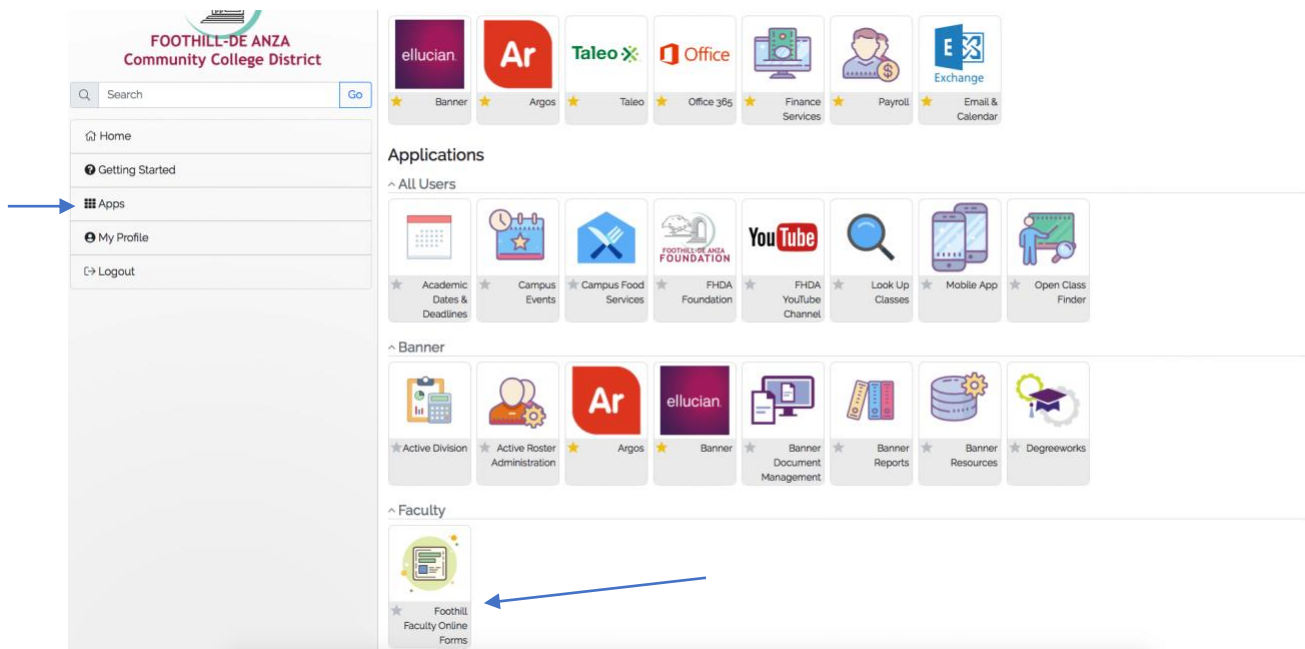


How to access Late Add/Drop Form

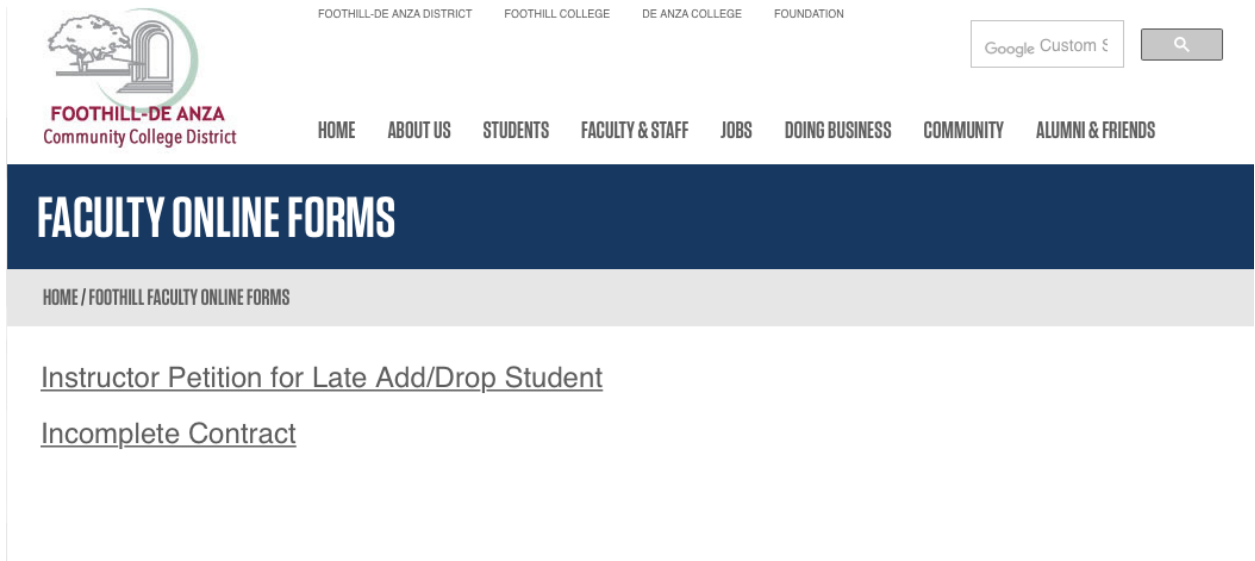
1. Go to the MyPortal website at myportal.fhda.edu
Log onto MyPortal using your Campuswide ID and Password.



2. Go to the **Apps** link located on the left side of the page. Then scroll down until you see the **Faculty** header. Under **Faculty**, click on the **Foothill Faculty Online Forms** application.



3. You will be directed to the **FHDA Faculty Online Forms** webpage. Here you will find a link to the Instructor Petition for Late Add/Drop Student and the Incomplete Contract. Click on the link to complete the form.



The screenshot shows the top navigation bar of the Foothill-De Anza Community College District website. On the left is the logo for Foothill-De Anza Community College District. To the right of the logo are links for Foothill-De Anza District, Foothill College, De Anza College, and Foundation. Further right is a Google Custom search box and a search icon. Below the logo and search box is a horizontal menu with links for Home, About Us, Students, Faculty & Staff, Jobs, Doing Business, Community, and Alumni & Friends. A dark blue banner below the menu contains the text "FACULTY ONLINE FORMS" in white. Below the banner is a light gray breadcrumb trail that reads "HOME / Foothill Faculty Online Forms". The main content area contains two underlined links: "Instructor Petition for Late Add/Drop Student" and "Incomplete Contract".

FACULTY ONLINE FORMS

HOME / Foothill Faculty Online Forms

[Instructor Petition for Late Add/Drop Student](#)

[Incomplete Contract](#)