How to access Late Add/Drop Form

1. Go to the MyPortal website at [myportal.fhda.edu](http://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.