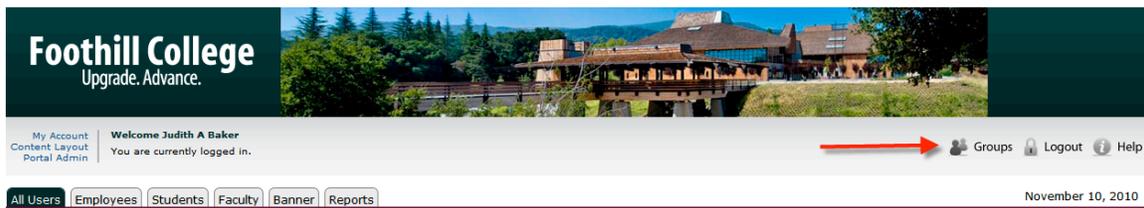# Workforce Work Group in Banner

Instructions for Joining

The Group Guest View page provides general information about the Workforce Work Group and a link you can use to join and have access online.

Step 1: Login to MyPortal (https://myportal.fhda.edu).

Step 2: Click on the Groups link on the upper right side of the screen to access the Group Studio application

Step 3: Click the **Groups Index** tab. Use the Groups Index page to search for a group.

Step 4: Click on **Governance**.

Step 5: Click on **Workforce Work Group** to join to view the group's guest view page.

Groups Index

Categories	Groups in Governance	
Group Studio	District Technology Plan	District Technology Planning
Academic	Foothill Budgets	Foothill Budgets (Forum to share budget info)
Clubs	Workforce Work Group	Workforce Work Group
Cultural		
Departmental		
Governance		
Intramural		
Other		
Service		

Join the Workforce Work Group in Banner

1. Click **Join Group** on the Guest View page. You will see the Join a Group page.
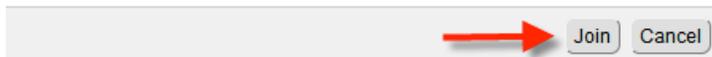
Join Group

2. Read the membership policy, and **click the checkboxes** showing you have read and understand your institution's group membership policy and agree to share your username and e-mail address with other group members.

Group Membership Policy

Group members must conduct themselves in a professional and respectful manner when publishing content on the group Web site. Members agree not to publish content that is illegal or violates the student code of conduct and/or FHDA policies. Members agree to share their user names and e-mail addresses with other members of the group. Members cannot use group Web sites for the publication or distribution of copyrighted materials or licensed software.

Required Information

☐ I have read and understood the school's policy on Group Membership.

Join Cancel

3. Click **Join** to join the group, or click Cancel to exit without joining.
4. If you choose to join the group, you will see a message stating you have been made a member of the group. The group will now appear in your My Groups index and you will be able to access its member page.