

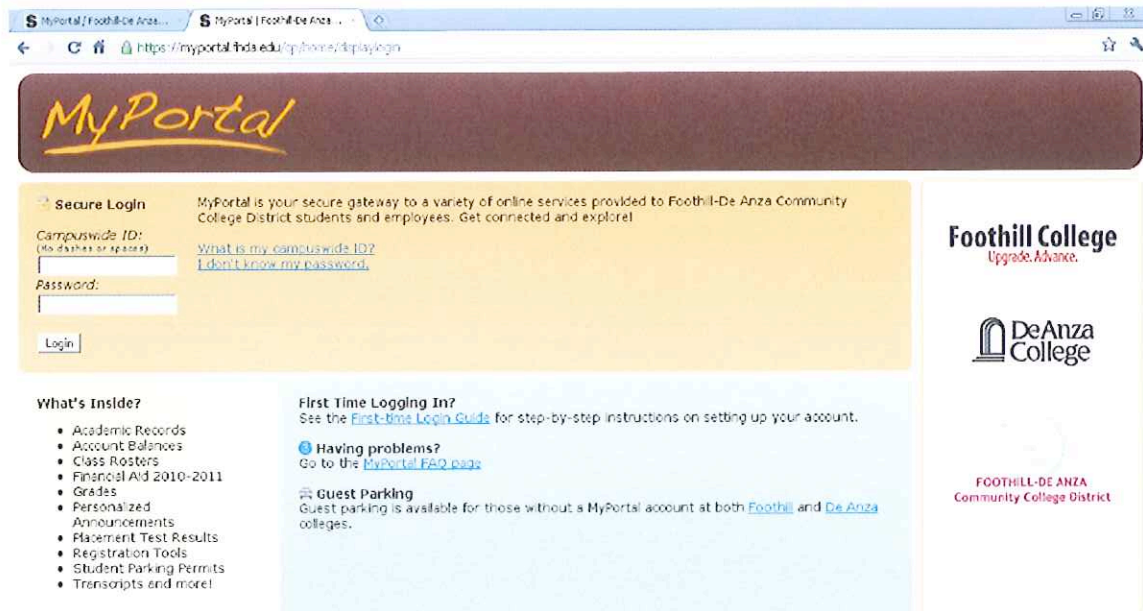
Office of Human Resources and Equal Opportunity  
12345 El Monte Road, Los Altos Hills, CA 94022

**FOOTHILL-DE ANZA**  
Community College District  
Payroll Services  
12345 El Monte Road  
Los Altos Hills, CA 94022  
<http://business.fhda.edu/payroll>  
Phone# 650-949-6115  
Email: payrolltimesheets@fhda.edu

Date: June 16, 2010  
To: New Employees  
From: District Payroll

Please be advised that [MyPortal.fhda.edu](https://myportal.fhda.edu) is your secured gateway to a variety of online services. It is available 24/7 and is accessible on and off campus.

To access [MyPortal.fhda.edu](https://myportal.fhda.edu), you will need your Campus-Wide ID (8 digit number that is) and your password. Please follow the hyperlinks on [MyPortal.fhda.edu](https://myportal.fhda.edu) home page or go to [https://reports.fhda.edu:446/php/forgot\\_cwidpin\\_new.php](https://reports.fhda.edu:446/php/forgot_cwidpin_new.php) to reset your forgotten pw.



Current online services under the EMPLOYEES tab and within the Employee Web Services channel are:

- View and update your permanent address and phone number
- View your pay stubs and Classified timesheets
- Setup new and update your existing direct deposit allocation
- View earning and deductions history
- View your leave balances
- View your job assignments