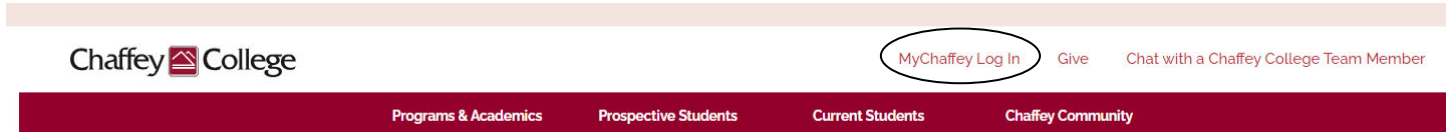


Portal Access Instructions

Go to: www.chaffey.edu

Click on: [MyChaffey Log In](#)



If you are new to the portal, please click on **First Time User** and follow the prompts.

Username
1st letter of first & last name + ChaffeyID (cc0323232)

Password
 Show password

Login

- [First Time User](#)
- [What is my Username?](#)
- [Change Password](#)
- [Forgot Password/Unlock Account?](#)

Accessing employee information on the portal:

Once logged in, click on the Self Service (Registration) link located on the left side of the screen, then click on Employee to access your earnings statements, W2 Electronic Consent (required to receive your W2 electronically) etc.: