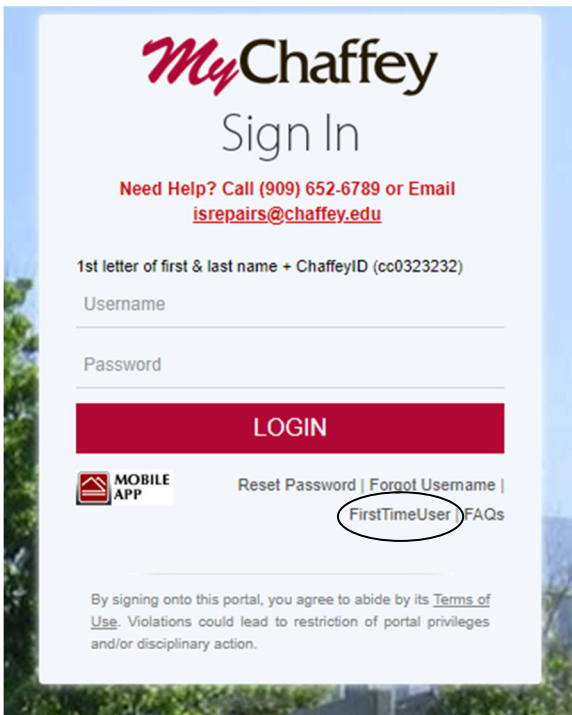
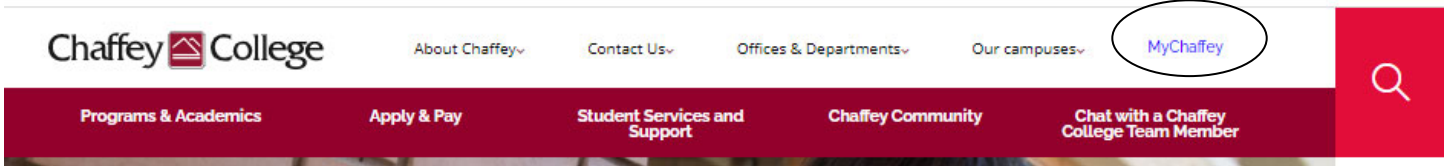


Portal Access Instructions

Go to: www.chaffey.edu

Click on: **My Chaffey** or **portal** located in the right-hand corner



If you are new to the portal, please click on **First Time User** located in small print on the bottom of the Login dialog box and follow the prompts.

Once logged in, click on the Staff Quick Links located on the left side of the screen to access your pay advices (pay stub), W2, W2 Electronic Consent (required to receive your W2 electronically) etc.:

