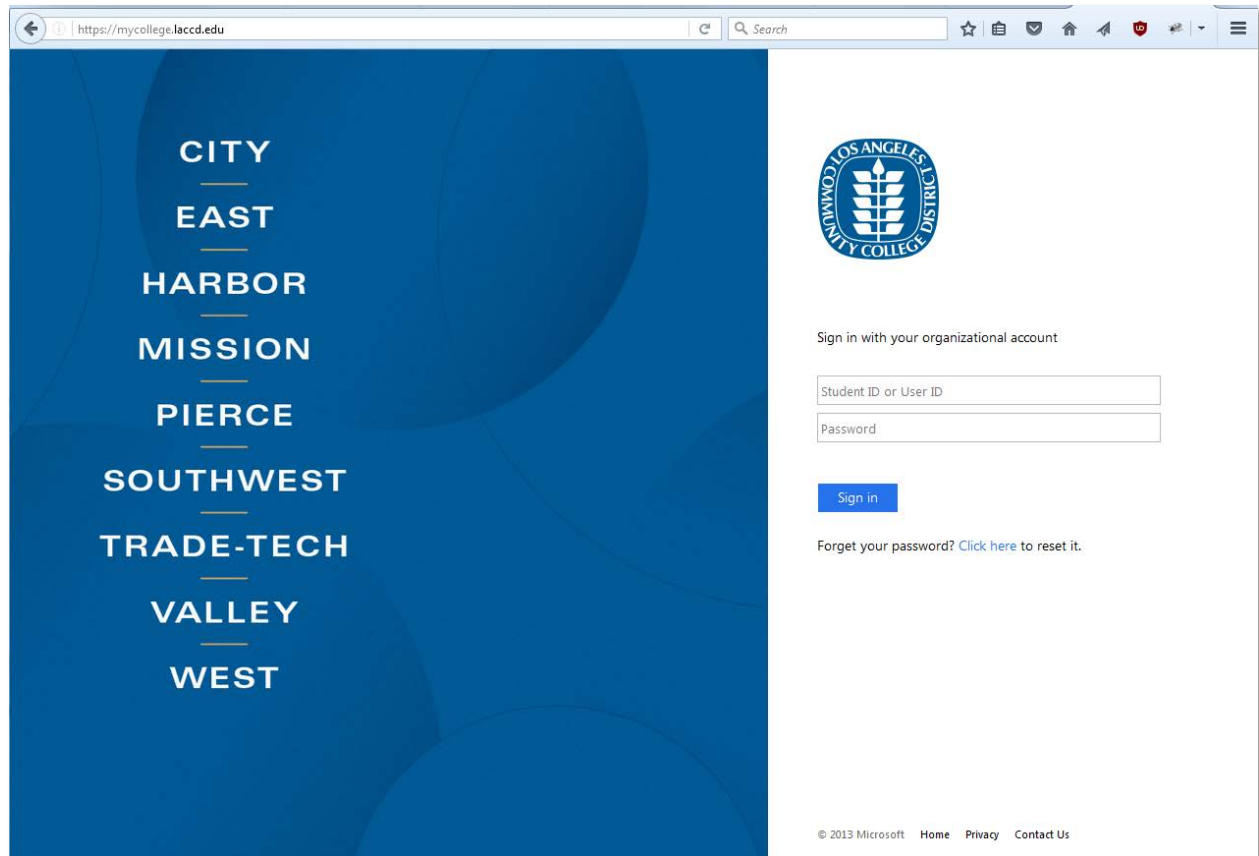


How to Login to the new SIS Portal

1) Go to the new portal URL at: <https://mycollege.laccd.edu>

The screenshot shows a web browser window with the URL https://mycollege.laccd.edu. The page has a blue header with the LACCD logo and a list of colleges: CITY, EAST, HARBOR, MISSION, PIERCE, SOUTHWEST, TRADE-TECH, VALLEY, and WEST. On the right side, there is a login section with the LACCD logo, the text "Sign in with your organizational account", two input fields for "Student ID or User ID" and "Password", a "Sign in" button, and a link for "Forgot your password? Click here to reset it." The footer contains copyright information and links for Home, Privacy, and Contact Us.

2) For **Students**, enter your **Student ID** in the “Student ID or User ID” textbox. For **LACCD Employees**, enter your **SAP ID** into the same textbox.

3) Enter your password in the “**Password**” textbox. The default password will be different for students and employees.

- **Student Default Password**

Student default passwords will consist of:

88@ + the first character of your last name (capitalized) + the month and day of your birthdate (MMDD)

*For Example, Jane Doe, who was born on July the 4th, her default password would be: **88@D0704***

- Employee Default Password

Employee default passwords will consist of:

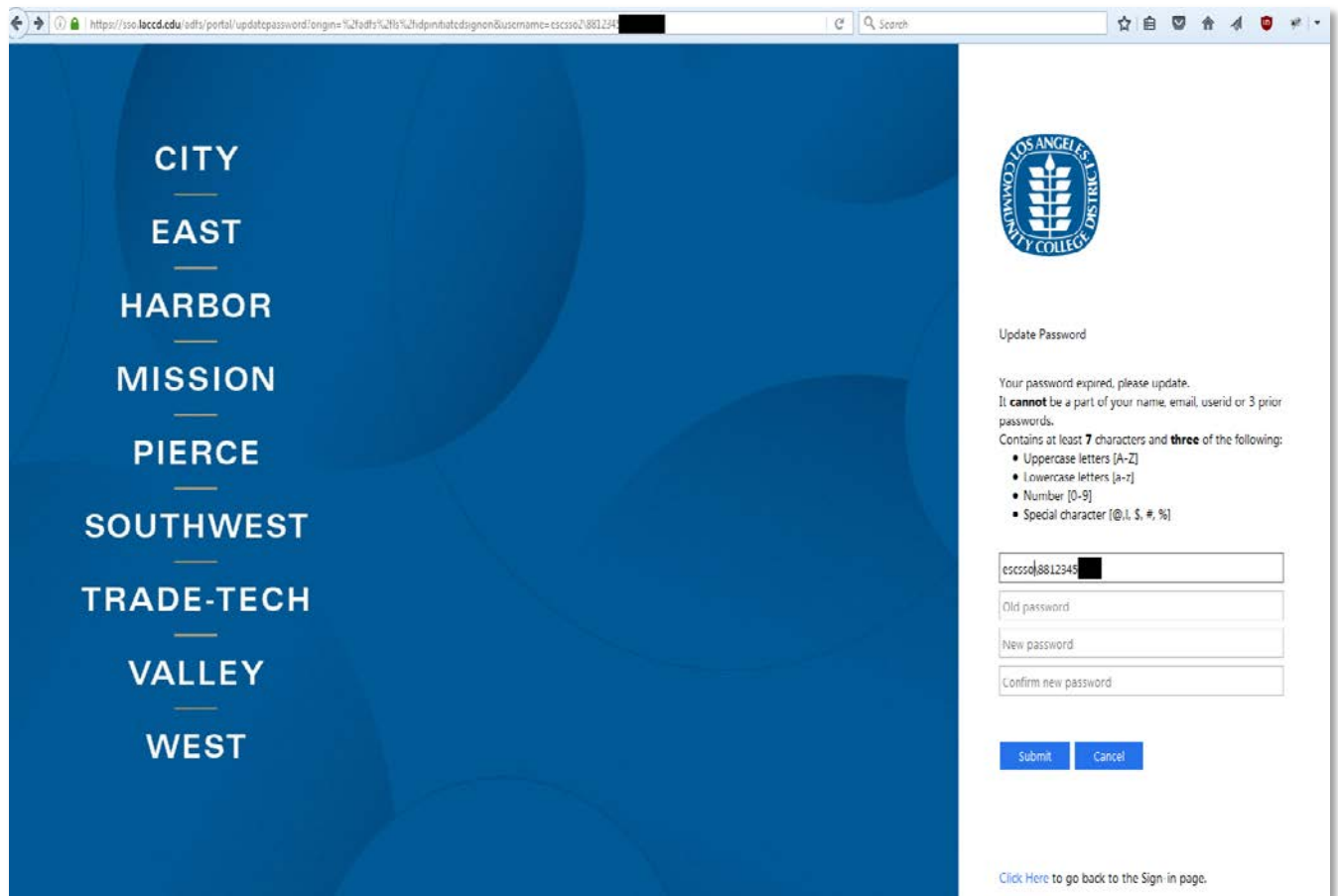
8@ + the month of your birthdate (MM) + the first character of your last name (capitalized) + the last 4 digits of your SSN

*For example, Joe Smith, who was born on August 9th, and has SSN xxx-xx-1234, his default password would be: **8@08S1234***

4) Once you have successfully logged in, for your account's security, you will be transferred to the update password page to change your default password.

How to Update your Password

- You will be asked to update your password when you log in for the first time.
- Enter your old password and new passwords in their respective textboxes.
- New password must contain at least **seven** alphanumeric characters: **numbers, uppercase and lowercase alphabetical characters, and at least one special character.**
- Additionally, you may not use your prior three passwords as your new password.
- After successfully updating your password, you will be redirected to the password registration page.



The screenshot shows a web browser window with the URL <https://lacc.edu/portal/updatepassword?engine=%26dfz%26%26idpmintatedsignon&username=escsso28812345>. The page has a blue header with the text "CITY EAST HARBOR MISSION PIERCE SOUTHWEST TRADE-TECH VALLEY WEST" and the Los Angeles Community College District logo. The main content area is white and contains the "Update Password" form. The form includes a message: "Your password expired, please update. It **cannot** be a part of your name, email, userid or 3 prior passwords. Contains at least 7 characters and **three** of the following:" followed by a list of requirements: "Uppercase letters [A-Z]", "Lowercase letters [a-z]", "Number [0-9]", and "Special character [! , \$, # , %]". The form has four input fields: "Old password", "New password", and "Confirm new password". The "New password" field is currently filled with "escsso28812345". There are "Submit" and "Cancel" buttons at the bottom of the form. A link "Click Here to go back to the Sign in page." is located at the bottom right of the page.

Update Password

Your password expired, please update.
It **cannot** be a part of your name, email, userid or 3 prior passwords.
Contains at least 7 characters and **three** of the following:

- Uppercase letters [A-Z]
- Lowercase letters [a-z]
- Number [0-9]
- Special character [! , \$, # , %]

Old password

New password

Confirm new password

Submit Cancel

[Click Here to go back to the Sign in page.](#)

How to Access your Office 365 Email

- 1) Login and you should be redirected to your Office 365 account.
- 2) If you are taken to the SIS Portal, click one of the email links, as seen below.

