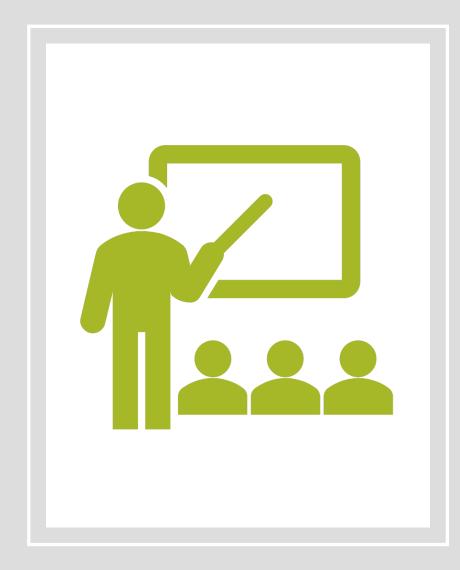


HELPING STUDENTS USE PEOPLE SOFT AND CANVAS BASIC INTRODUCTION

Office of Adult and Community Education SSA 235 | (310) 233-4450



BENEFITS OF LEARNING HOW TO USE PEOPLE SOFT/SIS PORTAL

- check class schedule
- Drop or add courses
- LACCD Student Email
 - Use help files to learn to use college email
 - Check email for messages from college instructors and college announcements
- Go to Canvas

RESOURCES ON SIS PORTAL

INSTRUCTIONAL GUIDES AND RESOURCES FOR STUDENTS ON LACCD.EDU

Page provides instructional Guides and information on the SIS portal.

Additionally instructions on how to use canvas are available.



How to clear your cache

How to Login

We have recently upgraded our security and changed the way student / faculty login to their account. Due to this upgrade, all users' passwords have been changed to a temporary default password. This password is different then your SIS (students) or your campus email (faculty)

Here are documents to help you get started. In it you will find your default password format:

- How do I login to the Office365 / PeopleSoft Portal?
- Students How do I setup my Microsoft Self-Service Password Reset (SSPR) and reset my password?
- Employees How do I setup security question Self-Service Password Reset (SSPR)?
- Employees How do I reset my password?

http://www.laccd.edu/Students/Pages/SIS-FAQ.aspx

PASSWORD RESETTING HELP



HOW TO LOG INTO PEOPLESOFT PORTAL

HTTP://WWW.LACCD.EDU/STUDENTS/DOC

<u>UMENTS/STUDENT%20FAQ/HOW-TO-</u>

LOGIN-LOGINPAGE.PDF



HOW STUDENTS SET UP MICROSOFT PASSWORD RESET

HTTP://WWW.LACCD.EDU/STUDENTS/DOCU MENTS/STUDENT%20FAQ/MICROSOFT-SSPR-INSTRUCTIONS.PDF

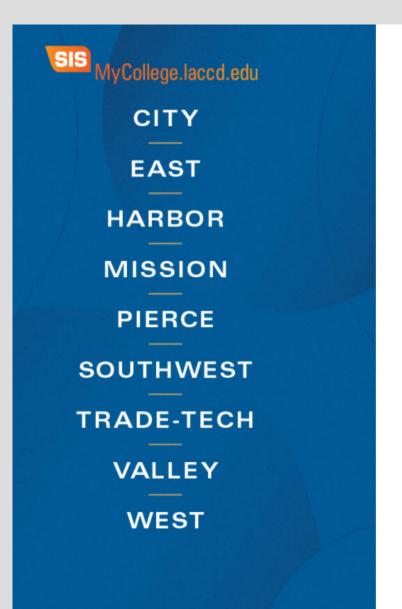
*Click on the link or copy and paste the web address

STEPS ON HOW TO LOGIN TO SIS PORTAL

SIS Portal Login page

Use Student ID number and Password. If you have already logged in, use the password you created.

If it is your first time, use the directions.





Sign in with your organizational account

Student ID, SAP ID or Office365 Email

Password

Sign in

1st time signing in? Click here. Forget your password? Click here.

Home Privacy

FIRST TIME STUDENT LOGIN TO SIS PORTAL DIRECTIONS

Go to https://mycollege.laccd.edu

Login username → Student ID#

Temporary Password

• 88@ + the first letter of last name capitalized + date of birth (MMDD)

 Example: John Smith, Birthdate January 1 88@S0101

Create a New Password

AFTER LOGGING IN FOR THE FIRST TIME, YOU WILL BE PROMPTED TO CREATE A NEW PASSWORD

FOR THE OLD PASSWORD, YOU WILL REPEAT YOUR TEMPORARY PASSWORD

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 [@,!, \$, #, %]

| escsso\smithj | | | | |
|---------------|---------|--|--|--|
| Old password | | | | |
| New password | | | | |
| Confirm new p | assword | | | |
| | | | | |
| Submit | Cancel | | | |

NEW PASSWORD TIPS



New Password must contain 7 characters → numbers, uppercase & lowercase letters and special characters



May not use the last 3 passwords



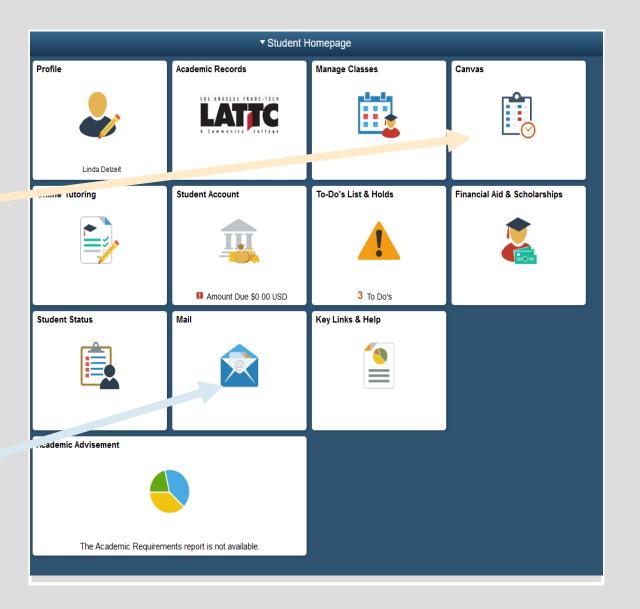
May not use your name, email, birthdate or user ID.

LEARNING ABOUT THE SIS PORTAL

IMPORTANT PARTS OF THE SIS PORTAL

CANVAS: Access assignments for class and announcements.

MAIL: Access student email address. Receive announcements from instructors and the campus.

















Help



L.A. Harbor College Canvas Support 844-602-6287

East L.A. College Canvas Support

M-F: 323-415-5313 | After-hrs: 877-890-2142

L.A. City College Canvas Support

M-F: 323-953-0000 x2480 | After-hrs: 844-698-7484

L.A. Mission College Canvas Support

M-F: ilearn@lamission.edu| After-hrs: 844-303-5593

L.A. Southwest College Canvas Support

24/7 Access: 844-303-5591

L.A. Trade-Tech College Canvas Support

M-F: 213-763-3733 | After-hrs: 844-303-5594

L.A. Valley College Canvas Support

M-F: 818-778-5834 | After-hrs: 844-303-5595

Pierce College Canvas Support

MF: 818-710-4261 | After-hrs: 844-303-5589

West L.A. College Canvas Support

M-F: 310-287-4305 | 24/7 Access: 844-303-5590

CANVAS HELP FOR STUDENTS

• The side bar on Canvas provides easy access to the various functions.

 Receive help by going on the HELP tab in CANVAS

WATCH VIDEOS TO LEARN MORE ABOUT CANVAS

LINKS TO VIDEOS TO LEARN TO USE CANVAS:

- Video to set Canvas profile: https://vimeo.com/74243735
- Video to set Canvas notifications: https://vimeo.com/75514816
- Video to learn to use Canvas: https://vimeo.com/74677642

GUIDES ON HOW USE CANVAS: https://guides.instructure.com

VIDEOS ON HOW TO USE CANVAS:

https://community.canvaslms.com/community/answers/guides/video-guide