HOW TO ENROLL ON THE SAP ESS PORTAL

Log on to the SAP ESS Portal

1. From a computer connected to the District Intranet, launch your Internet browser.

2. Go to www.laccd.edu (home page), and click the Faculty & Staff Resources link at the top of the page, then click on the Intranet (District Network Only) link on the lower left-hand side and click on the SAP ESS Portal (NEW) link on the top right side.

3. Enter your User ID. The SAP ESS User ID has been changed to a name-based account that uses the local part of your email address. For example, if your email is Smithj@email.laccd.edu, Smithj, which is the local part of your email address, is your SAP ESS User ID.

4. Enter your portal password:
   a. If you already have an SAP ESS Portal account, your password will be the same as your SAP ESS password.
   b. If you have an SAP ESS Portal account, you can use a temporary password to access the system using this formula:
      - Your 2-digit birth month (e.g., June = 06) +
      - The first letter of your last name +
      - The last 4 digits of your Social Security number.