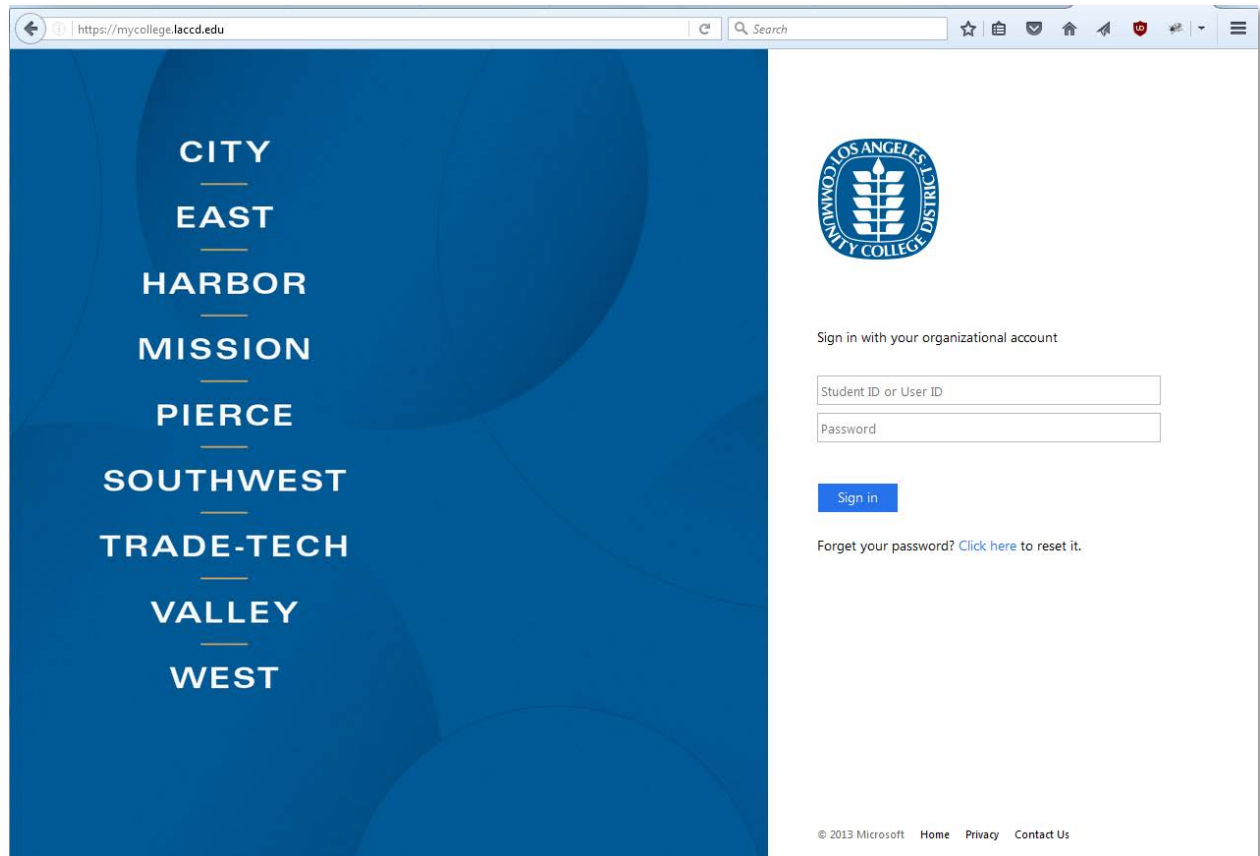


How to Login to the new SIS Portal

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



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:

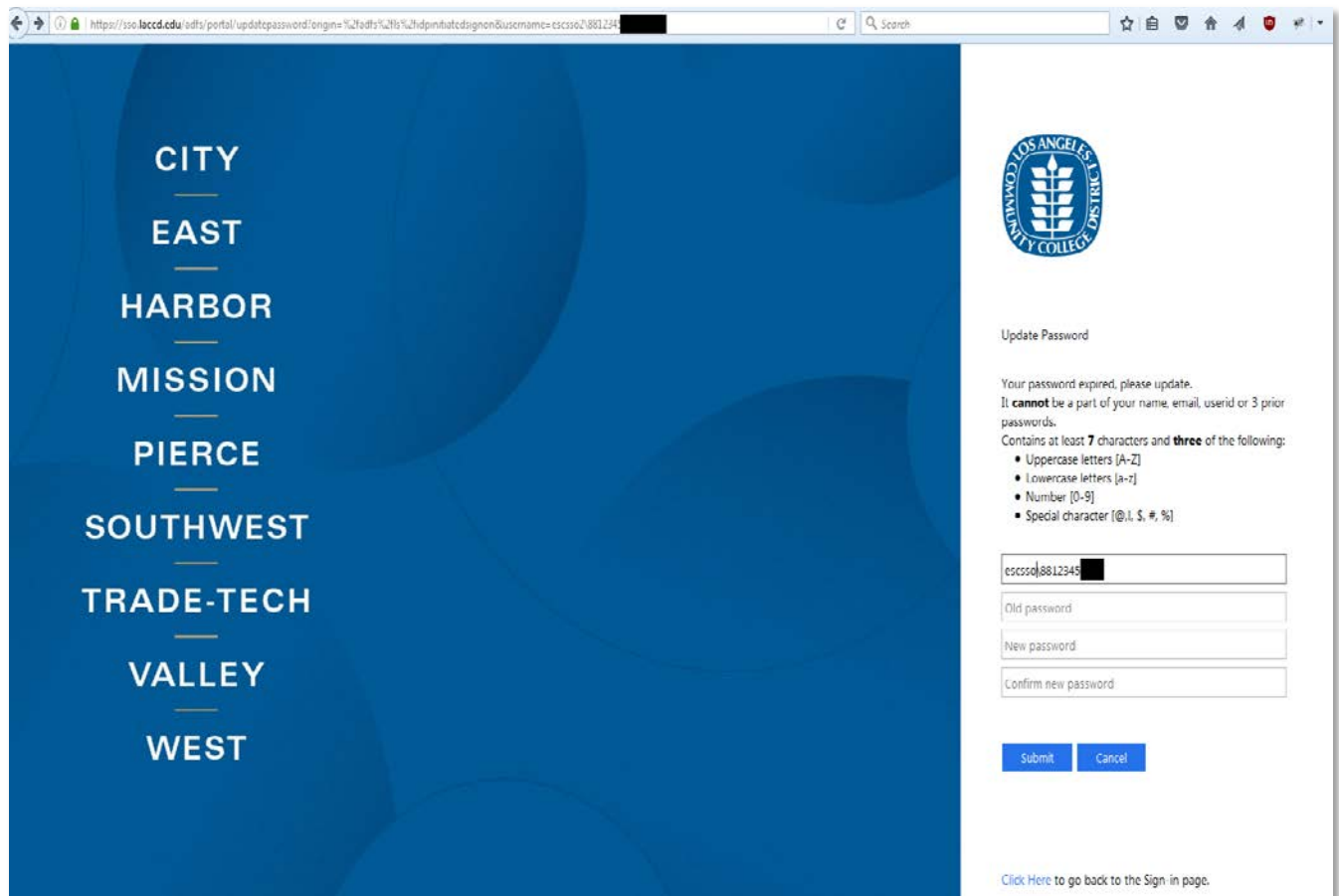
8@ + the month of your birthdate (MM) + the first character of your last name (capitalized) + the last 4 digits of your SSN

*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://sso.laccd.edu/sdfs/portal/updatepassword?origine=%26dfr%26%26idpinitiatedsignon&useridname=ecscso28812345>. The page features a blue header with the following text: CITY, EAST, HARBOR, MISSION, PIERCE, SOUTHWEST, TRADE-TECH, VALLEY, WEST. On the right side, there is a logo for Los Angeles Community College District. Below the logo, the page title is "Update Password". The main content area contains the following text: "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 bulleted list: "• Uppercase letters [A-Z]", "• Lowercase letters [a-z]", "• Number [0-9]", and "• Special character (@, !, \$, #, %)". Below the list are four input fields: "ecscso28812345" (with a blacked-out portion), "Old password", "New password", and "Confirm new password". At the bottom of the form are two buttons: "Submit" and "Cancel". At the very bottom of the page, there is a link: "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.

