



**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.

The screenshot shows the Los Angeles Community College District website. The header includes the LACCD logo, the text "LOS ANGELES COMMUNITY COLLEGE DISTRICT", a search bar with "Search LACCD" and a "Go!" button, and a navigation menu with links for HOME, ABOUT LACCD, BOARD OF TRUSTEES, STUDENTS, FACULTY AND STAFF, BUSINESS AND COMMUNITY, and EMPLOYMENT. A secondary navigation bar shows "LACCD > Students > SIS FAQ".

The main content area is titled "Office 365 / PeopleSoft SIS FAQ". Below the title is a sub-header "PeopleSoft SIS 9.2 is here!". The text explains that the system has been improved for ease of use and lists various resources available, including video guides for students and employees. A "How to Login" section provides information about a recent security upgrade and default passwords.

**Office 365 / PeopleSoft SIS FAQ**

**PeopleSoft SIS 9.2 is here!**

We've improved our system to make it easier for you. Once you log in, you will see a new look and a new, tile-based navigation system for managing classes, financial aid, email, student account information and more. Below you will find links to information and training videos to guide you through the new 9.2 upgrade.

- Student - Homepage review - Video
- Student - Browse course catalog and search - Video
- Student - Class search and enroll - Video
- Student - My academic advisement - Video
- Student - Educational Plan - Video
- Employee - Faculty homepage review - Video
- Employee - Navigation - Video
- 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 than 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  
PEOPLESFT PORTAL

[HTTP://WWW.LACCD.EDU/STUDENTS/DOCUMENTS/STUDENT%20FAQ/HOW-TO-LOGIN-LOGINPAGE.PDF](http://www.laccd.edu/students/documents/student%20faq/how-to-login-loginpage.pdf)



HOW STUDENTS SET UP  
MICROSOFT PASSWORD RESET

[HTTP://WWW.LACCD.EDU/STUDENTS/DOCUMENTS/STUDENT%20FAQ/MICROSOFT-SSPR-INSTRUCTIONS.PDF](http://www.laccd.edu/students/documents/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.

**SIS** MyCollege.laccd.edu

CITY  
—  
EAST  
—  
HARBOR  
—  
MISSION  
—  
PIERCE  
—  
SOUTHWEST  
—  
TRADE-TECH  
—  
VALLEY  
—  
WEST



Sign in with your organizational account

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

# 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.

The screenshot shows the 'Student Homepage' dashboard with the following components:

- Profile:** Linda Delzeit
- Academic Records:** LOS ANGELES TRADE-TECH **LATTC** A Community College
- Manage Classes:** Calendar icon with a graduation cap
- Canvas:** Calendar icon with a checkmark
- Online Tutoring:** Document icon with a pencil
- Student Account:** Bank building icon with coins; Amount Due \$0.00 USD
- To-Do's List & Holds:** Warning triangle icon; 3 To Do's
- Financial Aid & Scholarships:** Graduation cap icon with a document
- Student Status:** Clipboard icon with a person
- Mail:** Envelope icon with an @ symbol
- Key Links & Help:** Document icon with a pie chart
- Academic Advisement:** Pie chart icon; The Academic Requirements report is not available.

Two callout boxes are present: an orange one pointing to the Canvas tile and a light blue one pointing to the Mail tile.



Account



Dashboard



Courses



Calendar



Inbox



Help

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

M-F: 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>