

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 July the 4, 1990 (07/04/90) would have a default password of 88@J070490

- 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 SSN xxx-xxx-1234, his default password would be: **8@08S1234**

4) Once you have successfully logged in, for your account's security, you will be

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**

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.

