

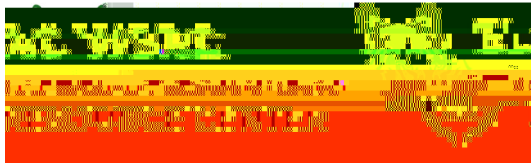
Student Portal Password Reset

New Password: _____
Reset Password: _____

1. Go to Student Portal: <https://mycollege.laccd.edu>
2. Username is your **Student ID Number**.
3. Enter your **default password**:

4. Instructions for the default password can be found on the back side of this sheet.
5. Please keep in mind the system will give the same error message: *Enter your user ID in the format "escsso\Student ID" or "escsso\SAP ID*.
 - a) If the username is being entered in the correct format, please make sure the **New Password** is being entered with the requirements. (See Requirements)

Please note: It is preferred for students to use a **computer or laptop** with **google chrome** or **Microsoft Edge** as most of the time the password **cannot** be reset using **cellphone or ipad or safari**.



Instructions for Default Password

All Student Default Passwords will consist of:

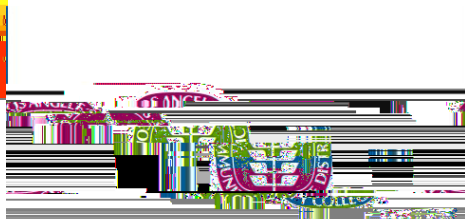
The first character of your first name (**capitalized**)
+ the first character of your last name (**capitalized**)
+ the birth month spelled out (**with first character capitalized**) + day of your birthdate (**MMDD**) +
@LACCD!

Example:

Jane Doe, who was born on *July the 4th*,
her default password would be:
JDJuly04@LACCD!

Please note:

On the initial change where it asks for "Old Password",
enter the default password in the above mentioned
format.



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