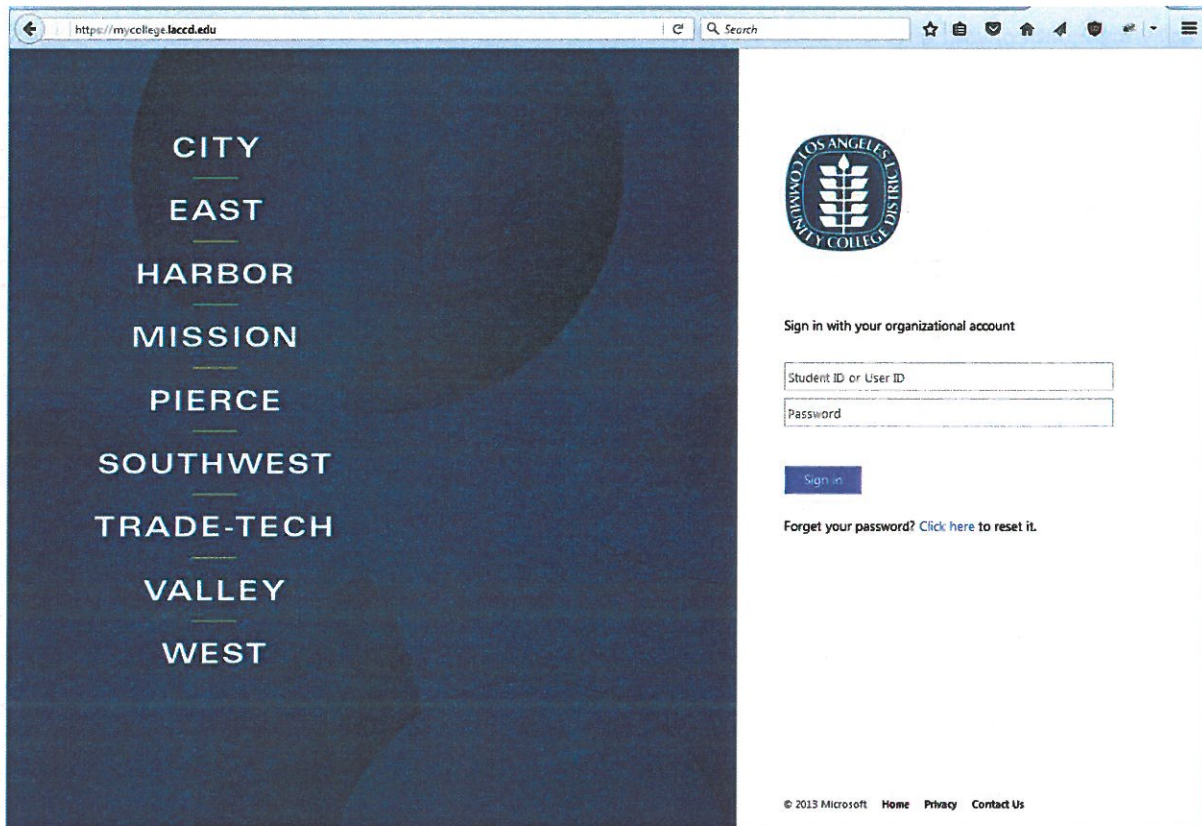


How to Login to the new SIS Portal

1) If you are a **new student**, go to the new portal URL at: <https://mycollege.laccd.edu>.

- If you are a **continuing student**, go to the [SIS Portal](#), login and select your district email address; you may also go directly to the students.laccd.edu webpage.

The screenshot shows a web browser window with the URL "https://mycollege.laccd.edu". The page has a dark blue header with a list of district names: CITY, EAST, HARBOR, MISSION, PIERCE, SOUTHWEST, TRADE-TECH, VALLEY, and WEST. On the right side, there is a login section with the Los Angeles Community College District logo. Below the logo, it says "Sign in with your organizational account". There are two input fields: "Student ID or User ID" and "Password". A blue "Sign in" button is below the fields. A link "Forget your password? Click here to reset it." is also present. At the bottom right, there is a copyright notice "© 2013 Microsoft" and links for "Home", "Privacy", and "Contact Us".

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 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.

