



## ELAC WSRC

WELCOME & SUPPORT  
RESOURCE CENTER

### Student Portal Password Reset

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

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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**.

### New Password Requirements

1. New Password **MUST** include the following requirements:
  - I. No personal information such as Name, Student ID Number, or Date of Birth
  - II. At least 14 characters long
  - III. 1 UPPER CASE letter
  - IV. 1 lower case letter
  - V. A number
  - VI. A symbol
2. If password is accepted you will be asked to go to the main login page once again.
3. Sign into your Student Portal using your Student ID Number as the username and your new password



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### 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 4<sup>th</sup>, 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.



Update Password

Your password expired, please update.  
It **cannot** be a part of your name, email, userid or 3 prior passwords.  
Contains at least **14** characters and **all four** of the following:

- Uppercase letters [A-Z]
- Lowercase letters [a-z]
- Number [0-9]
- Special character [@,!, \$, #, %]

Enter your user ID in the format "escsso\Student ID" or "escsso\SAP ID".

[Click Here](#) to go back to the Sign-in page.