



**GUIA PARA LOS ESTUDIANTES DE
COMO USAR PEOPLE SOFT Y CANVAS
INTRODUCCIÓN BÁSICA**

Office of Adult & Community Education

SSA 235 | (310) 233-4450



BENEFICIOS DE APRENDER A USAR PEOPLE SOFT/SIS PORTAL

- consultar horario de clases
- Anadir o quitar cursos
- LACCD Correo electrónico
 - Revise el correo electrónico para ver los mensajes de los instructores y los anuncios universitarios
- Explorar Canvas
 - Los instructores utilizarán CANVAS para compartir conferencias y tareas.

RECURSOS EN EL SIS PORTAL

GUÍAS INSTRUCTIVAS Y RECURSOS PARA ESTUDIANTES SOBRE LACCD.EDU

La página proporciona
instrucciones guías e
información en el portal SIS.

Además, hay instrucciones
disponibles sobre cómo
usar CANVAS.

The screenshot shows the LACCD website header with the logo and name. A green button labeled "Our Nine Colleges" is in the top right. Below the header is a navigation bar with links: HOME, ABOUT LACCD, BOARD OF TRUSTEES, STUDENTS, FACULTY AND STAFF, BUSINESS AND COMMUNITY, and EMPLOYMENT. A search bar labeled "Search LACCD" with a "Go!" button is also present. Below the navigation bar, a breadcrumb trail reads "LACCD > Students > SIS FAQ". On the left side, there is a vertical menu with links: New Students, Current Students, Search For Classes, Student Forms, Financial Aid, SIS FAQ (highlighted), and Office for Diversity, Equity and Inclusion. The main content area is titled "Office 365 / PeopleSoft SIS FAQ". Below the title, a blue heading reads "PeopleSoft SIS 9.2 is here!". A paragraph follows: "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." This is followed by a list of links: "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", and "How to clear your cache". Below this list, a blue heading reads "How to Login". A paragraph follows: "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 then 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:". This is followed by a list of links: "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)?", and "Employees - How do I reset my password?".

LOS ANGELES COMMUNITY COLLEGE DISTRICT

Our Nine Colleges

Search LACCD Go!

HOME ABOUT LACCD BOARD OF TRUSTEES STUDENTS FACULTY AND STAFF BUSINESS AND COMMUNITY EMPLOYMENT

LACCD > Students > SIS FAQ

New Students

Current Students

Search For Classes

Student Forms

Financial Aid

SIS FAQ

Office for Diversity, Equity and Inclusion

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 then 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>

AYUDA PARA RESTABLECER CONTRASEÑA



CÓMO INICIAR SESIÓN EN EL
PORTAL DE PEOPLESOFT

[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)



CÓMO LOS ESTUDIANTES
CONFIGURAN EL
RESTABLECIMIENTO DE
CONTRASEÑA DE MICROSOFT

[HTTP://WWW.LACCD.EDU/STUDENTS/DOC
UMENTS/STUDENT%20FAQ/MICROSOFT-
SSPR-INSTRUCTIONS.PDF](http://www.laccd.edu/students/documents/student%20faq/microsoft-sspr-instructions.pdf)

* Siga los enlaces en los que se puede hacer clic

PASOS SOBRE CÓMO INICIAR SESIÓN EN EL PORTAL SIS

Página de inicio de sesión del portal SIS

Use el número de identificación de estudiante y la contraseña. Si ya inició sesión, use la contraseña que creó.

Si es su primera vez, siga las instrucciones.

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](#)

INICIO DE SESIÓN DEL ESTUDIANTE POR PRIMERA VEZ EN LAS INDICACIONES DEL PORTAL SIS

Ir a <https://mycollege.laccd.edu>

Nombre de usuario de inicio de sesión es el número de estudiantes

Contraseña Temporal

- 88@ + la primera letra del apellido en mayúscula + fecha de nacimiento (MMDD)
- *Example: John Smith, Birthdate January 1*
88@S0101

Crear una nueva contraseña

DESPUÉS DE INICIAR
SESIÓN POR PRIMERA
VEZ, SE LE PEDIRÁ QUE
SELECCIONE UNA NUEVA
CONTRASEÑA

PARA LA CONTRASEÑA
ANTERIOR, REPETIRÁ SU
CONTRASEÑA TEMPORAL

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

CONSEJOS PARA NUEVAS CONTRASEÑAS



La nueva contraseña debe contener 7 caracteres → números, letras mayúsculas y minúsculas y caracteres especiales



No puede usar las últimas 3 contraseñas



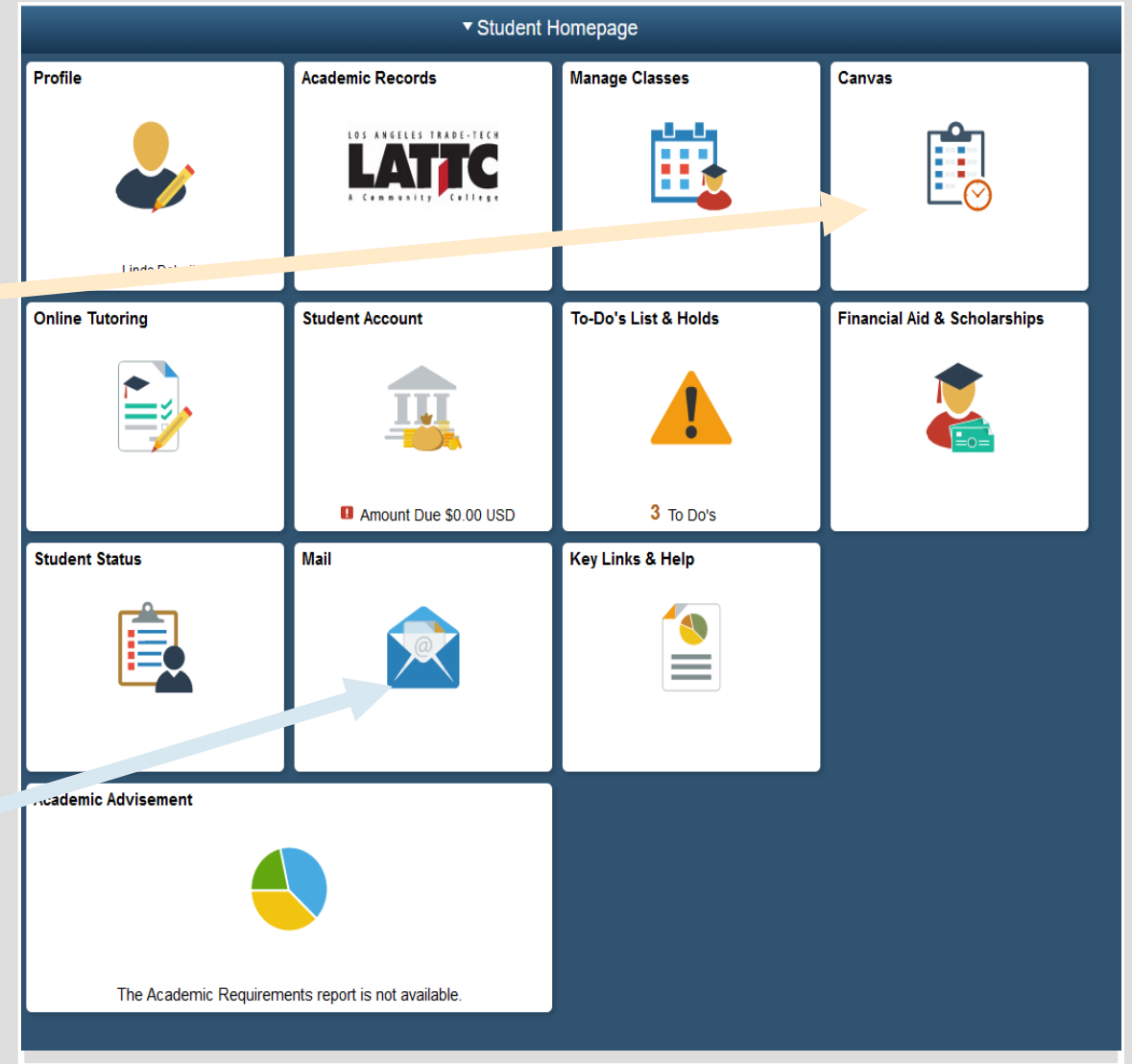
No puede usar su nombre, correo electrónico, fecha de nacimiento o identificación de usuario.

INFORMACIÓN SOBRE EL PORTAL SIS

PIEZAS IMPORTANTES DEL PORTAL SIS

CANVAS: Acceda a tareas y anuncios de clase

MAIL: El correo electrónico del estudiante. Reciba anuncios de los instructores y el campus.





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

AYUDA DE CANVAS PARA ESTUDIANTES

- La barra lateral en Canvas proporciona un fácil acceso a las diversas funciones.
- Reciba ayuda yendo a la sección de **AYUDA** en CANVAS

VEA VIDEOS PARA OBTENER MÁS INFORMACIÓN SOBRE EL CANVAS

ENLACES A VIDEOS PARA APRENDER COMO USAR CANVAS:

- Video para configurar el perfil de Canvas : <https://vimeo.com/74243735>
- Video para configurar notificaciones de Canvas : <https://vimeo.com/75514816>
- Video para aprender a usar Canvas : <https://vimeo.com/74677642>

GUÍAS SOBRE CÓMO UTILIZAR CANVAS: <https://guides.instructure.com>

VIDEOS SOBRE CÓMO USAR CANVAS:

<https://community.canvaslms.com/community/answers/guides/video-guide>