



**HELPING STUDENTS USE PEOPLE
SOFT AND CANVAS
BASIC INTRODUCTION**

Office of Adult and Community Education

SSA 235 | (310) 233-4450

BENEFITS OF LEARNING HOW TO USE PEOPLE SOFT/SIS PORTAL



- check class schedule
- Drop or add courses
- LACCD Student Email
 - Use help files to learn to use college email
 - Check email for messages from college instructors and college announcements
- Go to Canvas

RESOURCES ON SIS PORTAL

INSTRUCTIONAL GUIDES AND RESOURCES FOR STUDENTS ON LACCD.EDU

Page provides
instructional
Guides and information
on the SIS portal.

Additionally
instructions on how to
use canvas are
available.

The screenshot shows the LACCD website header with the logo and name. A navigation bar contains links to HOME, ABOUT LACCD, BOARD OF TRUSTEES, STUDENTS, FACULTY AND STAFF, BUSINESS AND COMMUNITY, and EMPLOYMENT. A search bar is located in the top right corner. Below the navigation bar, a breadcrumb trail reads "LACCD > Students > SIS FAQ". On the left side, a vertical menu lists various student resources, with "SIS FAQ" highlighted. The main content area features the title "Office 365 / PeopleSoft SIS FAQ" and a sub-header "PeopleSoft SIS 9.2 is here!". A paragraph explains the system upgrade and provides a list of video links for students and employees. Below this, a section titled "How to Login" provides information about the security upgrade and a list of links for login and password reset instructions.

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>

PASSWORD RESET HELP



HOW TO LOG INTO
PEOPLESFT PORTAL

[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)



HOW STUDENTS SET UP
MICROSOFT PASSWORD RESET

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

***Click on the link or copy and paste the web address**

STEPS ON HOW TO LOGIN TO SIS PORTAL

SIS Portal Login page

Use Student ID number and Password. If you have already logged in, use the password you created.

If it is your first time, use the directions.



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](#)

FIRST TIME STUDENT LOGIN TO SIS PORTAL DIRECTIONS

Go to <https://mycollege.laccd.edu>

Login username → Student ID#

Temporary Password

- 88@ + the first letter of last name capitalized + date of birth (MMDD)
- *Example: John Smith, Birthdate January 1*
88@S0101

Create a New Password

**AFTER LOGGING IN
FOR THE FIRST TIME,
YOU WILL BE
PROMPTED TO
CREATE A NEW
PASSWORD**

FOR THE OLD PASSWORD, YOU WILL
REPEAT YOUR TEMPORARY PASSWORD

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

NEW PASSWORD TIPS



New Password must contain 7 characters → numbers, uppercase & lowercase letters and special characters



May not use the last 3 passwords



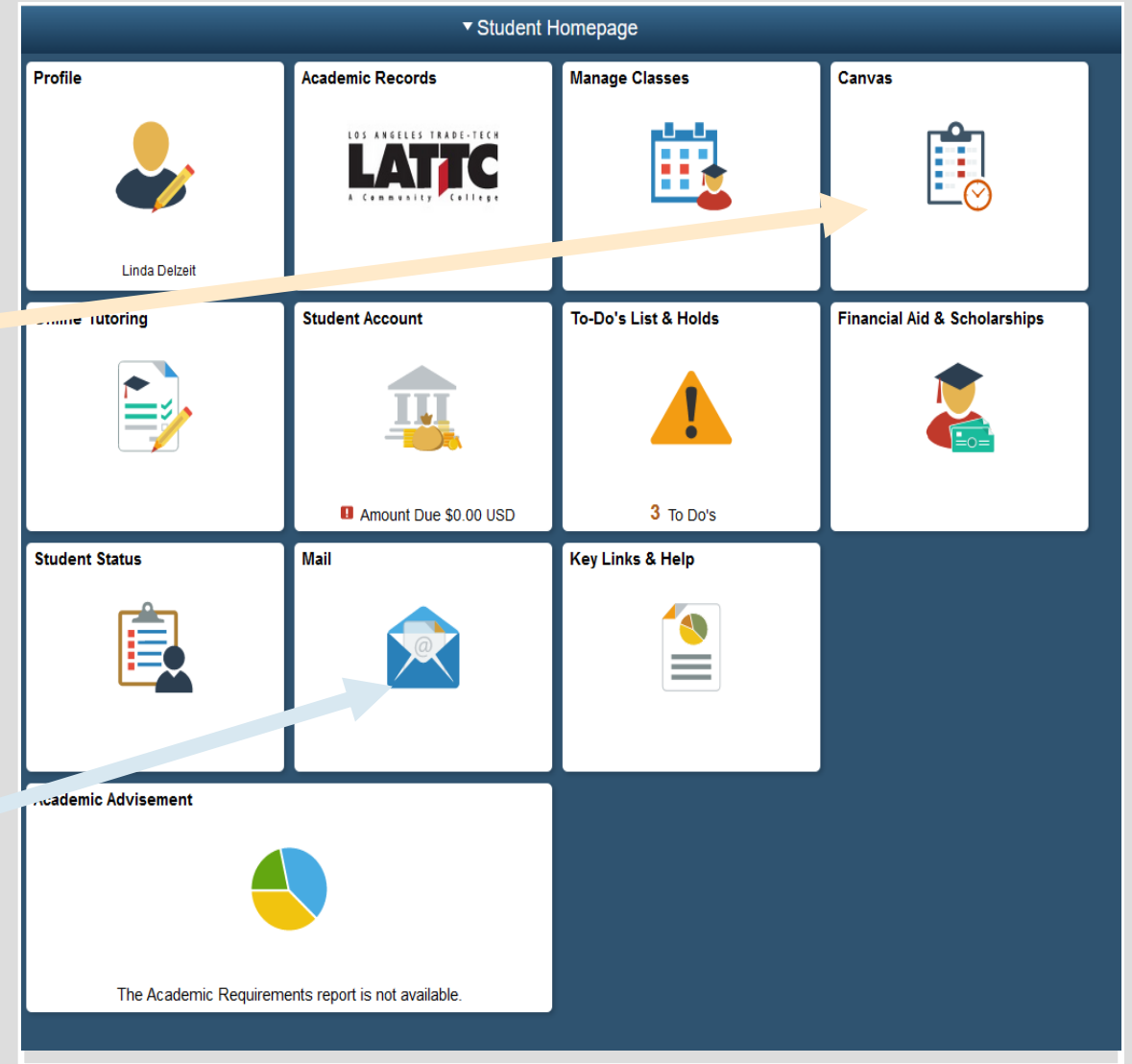
May not use your name, email, birthdate or user ID.

LEARNING ABOUT THE SIS PORTAL

IMPORTANT PARTS OF THE SIS PORTAL

CANVAS: Access assignments for class and announcements.

MAIL: Access student email address. Receive announcements from instructors and the 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

CANVAS HELP FOR STUDENTS

- The side bar on Canvas provides easy access to the various functions.
- Receive help by going on the HELP tab in CANVAS

WATCH VIDEOS TO LEARN MORE ABOUT CANVAS

LINKS TO VIDEOS TO LEARN TO USE CANVAS:

- Video to set Canvas profile: <https://vimeo.com/74243735>
- Video to set Canvas notifications: <https://vimeo.com/75514816>
- Video to learn to use Canvas: <https://vimeo.com/74677642>

GUIDES ON HOW USE CANVAS: <https://guides.instructure.com>

VIDEOS ON HOW TO USE CANVAS:

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