

How to Login to Mycollege.LACCD.edu and Office365

First Time Login

Follow these instructions only if this is your **FIRST** time logged into this site.

Student Login Name and Default Password Format

- Student username is your Student ID number or your @student.laccd.edu email address.
Example student ID's: 881234567 or 901234567 or smithj1234@student.laccd.edu
- 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 + @ + LACCD!
 - For 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 your default password with the format above.

Employee Login Name and Default Password Format

- Employee username is your SAP user ID or your @laccd.edu email address.
Example employee ID's: smithj or smithj@laccd.edu
- Employee 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 + @ + LACCD!
 - For 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 your default password with the format above.

Once you have successfully logged in, you will be required to update your password.

How to Update your Password

- You will be asked to update your password when you log in for the first time or if your password expired.
- Enter your default password in the old password textbox (*Old password, Example: JDJuly04@LACCD!*) and create a new password in the new password textbox.
 - If you have never changed your password or changed your password on or before May 16th, 2022 your "Old Password" will be your current password.
- New password must contain at least **fourteen** alphanumeric characters: **numbers, uppercase and lowercase alphabetical characters, and at least one special character.**
- Additionally, you may not use your prior three passwords as your new password.

- Register for Self-Service Password Reset (SSPR)
 - **Students** – You will be required to setup Microsoft SSPR when you check your email.
 - **Employees** – After successfully updating your password, you will be redirected to the security question SSPR setup page.
- **IMPORTANT!** Please make sure your setup SSPR so you can reset your password online.

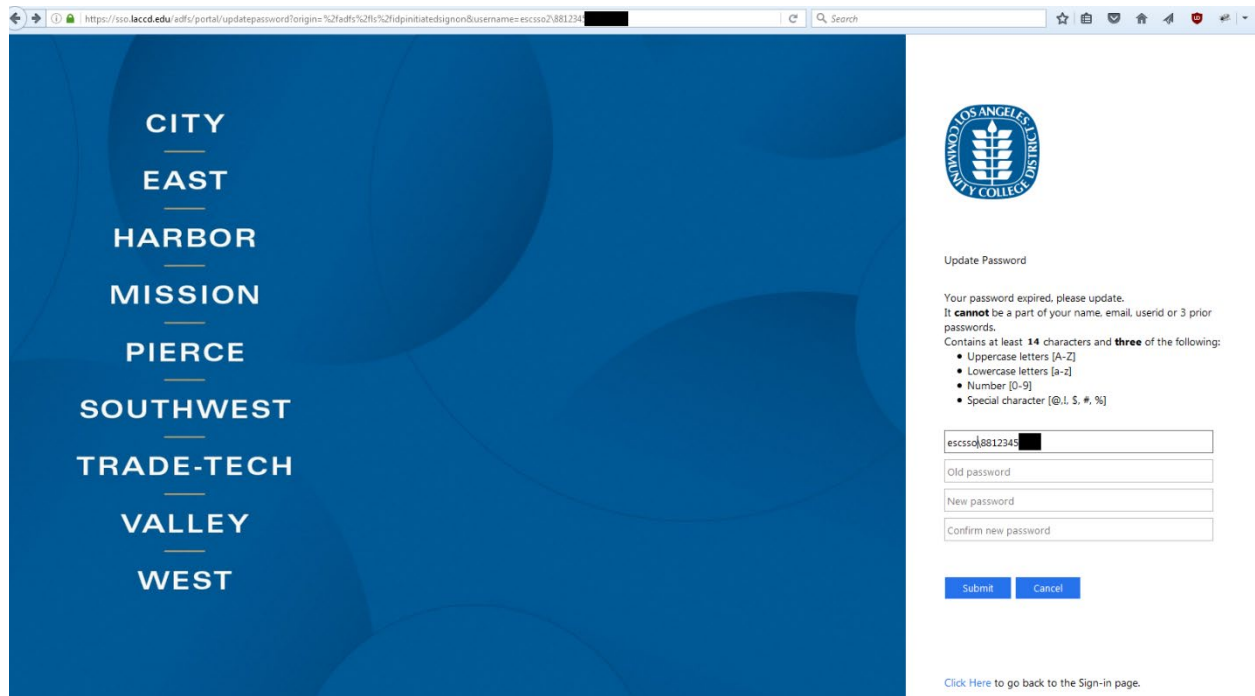


Figure 1: Sample image of Update Password page

How to Access your Office 365 Email

1. Option 1
 - a. Login to your SIS Portal (<https://mycollege.laccd.edu>)
 - b. Click on the email links on the page. (Figure 2)
2. Option 2
 - a. Navigate to <https://student.laccd.edu> and login. You should be redirected to your Office 365 account.

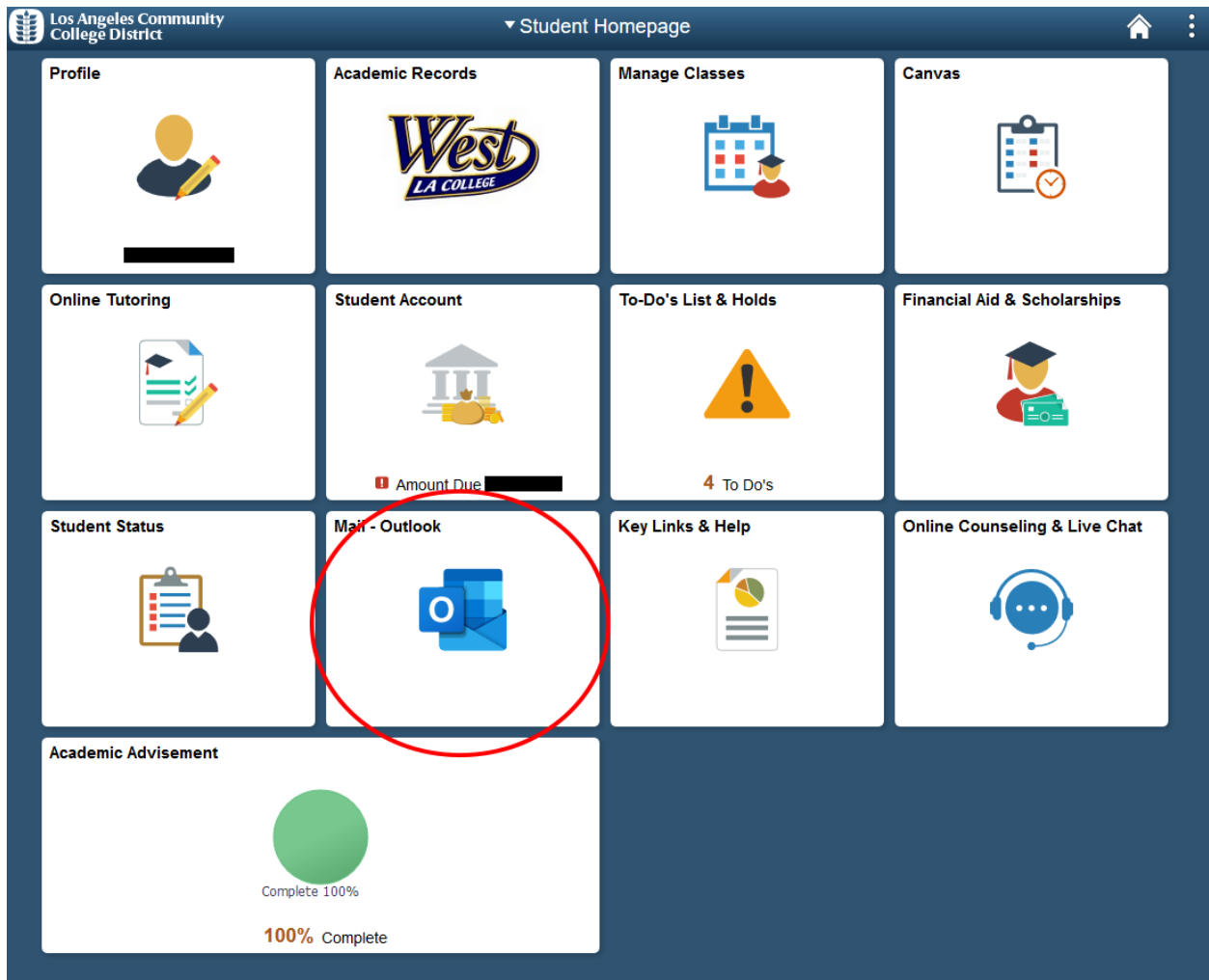


Figure 2: Mycollege.laccd.edu SIS Portal with email links circled