

## 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 4<sup>th</sup>, 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 4<sup>th</sup>, 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 16<sup>th</sup>, 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.

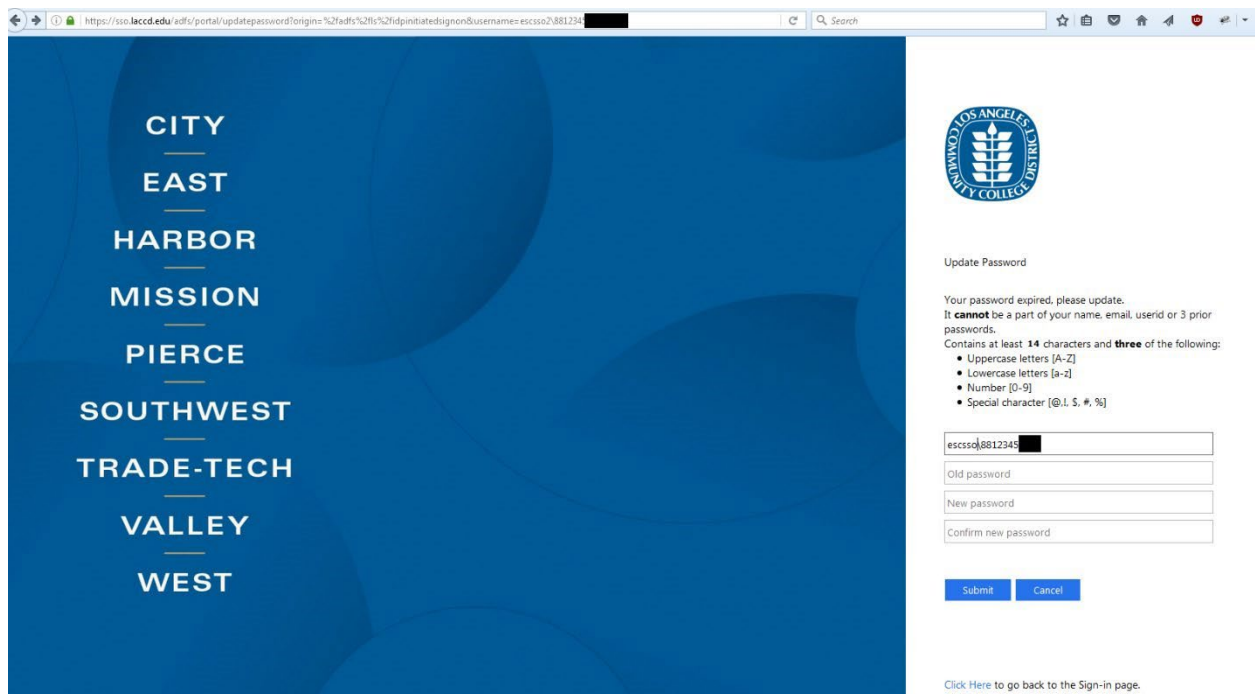


Figure 1: Sample image of Update Password page

## 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.

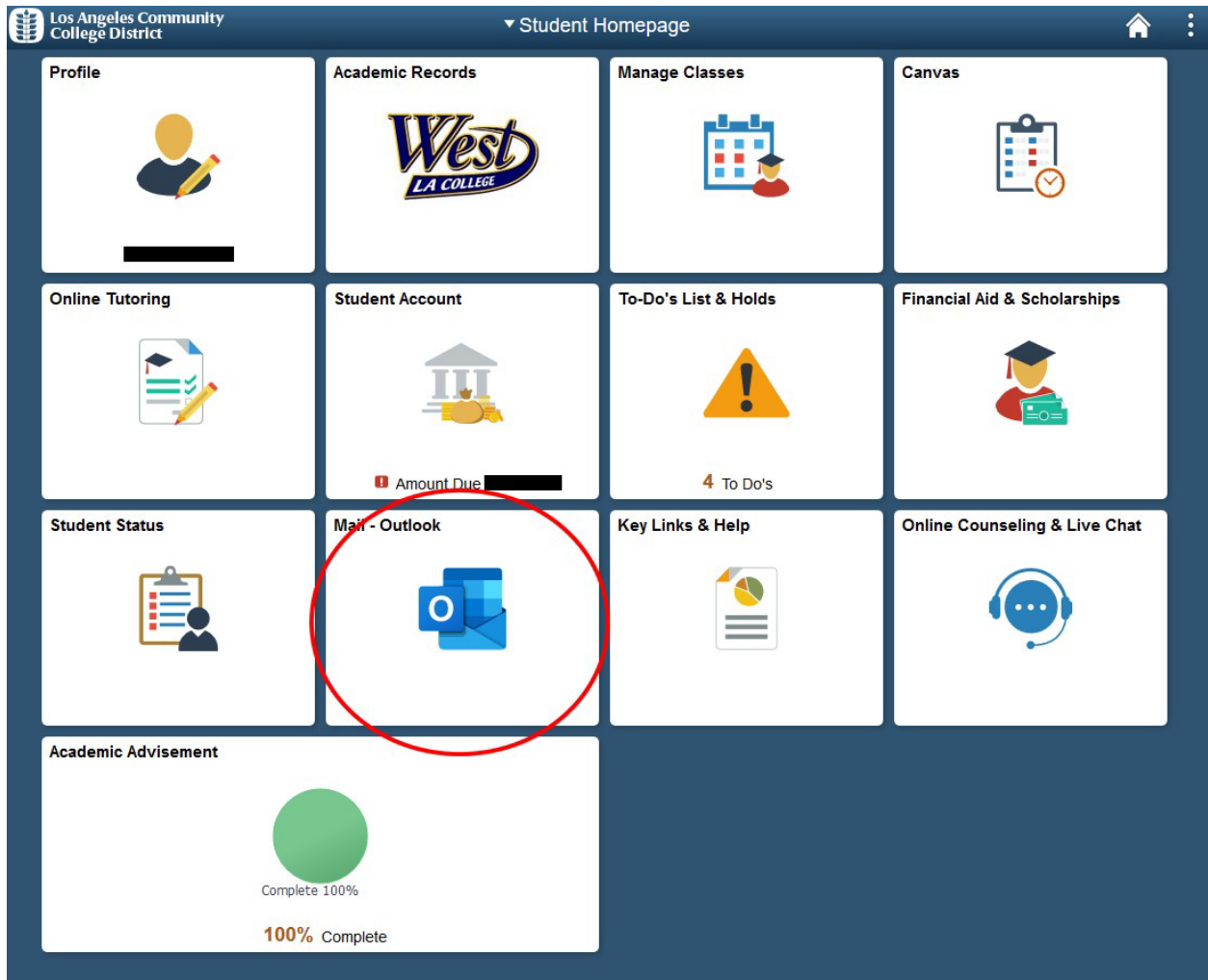


Figure 2: Mycollege.laccd.edu SIS Portal with email links circled