Step 3: Log in to your student portal and enroll in the class

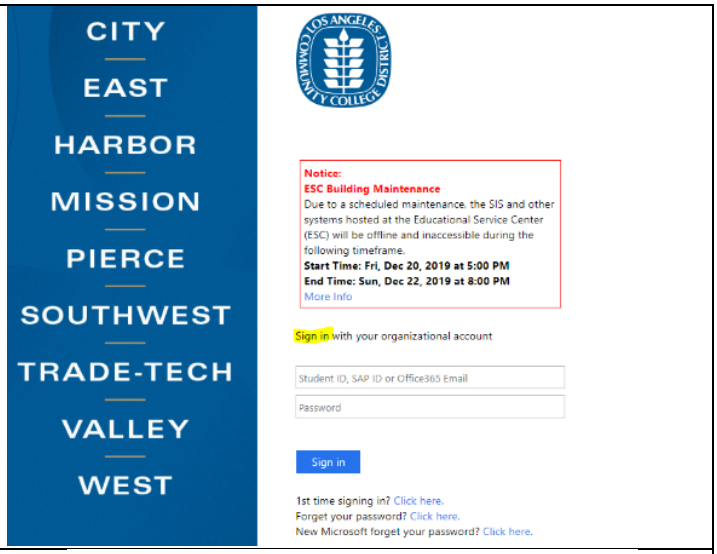
** You must have an active LACCD ID# and a processed K-12 Form to enroll **

Part 1: Log-In to Student Portal

Go to MYCOLLEGE.LACCD.EDU

If this is your <u>first time</u> logging in:

- **Username:** Use your Student ID#
  - Ex: 881234567 or 901234567
- **Password:** Use the default:
  8 8 @ _ _ _ _ _
  + the first character of your last name (Capital)
  + the month and day of your birthdate (MMDD)
  - Ex: 8 8 @ <u>A</u> <u>0</u> <u>7</u> <u>0</u> <u>4</u> for Jane Adams born on July 4th

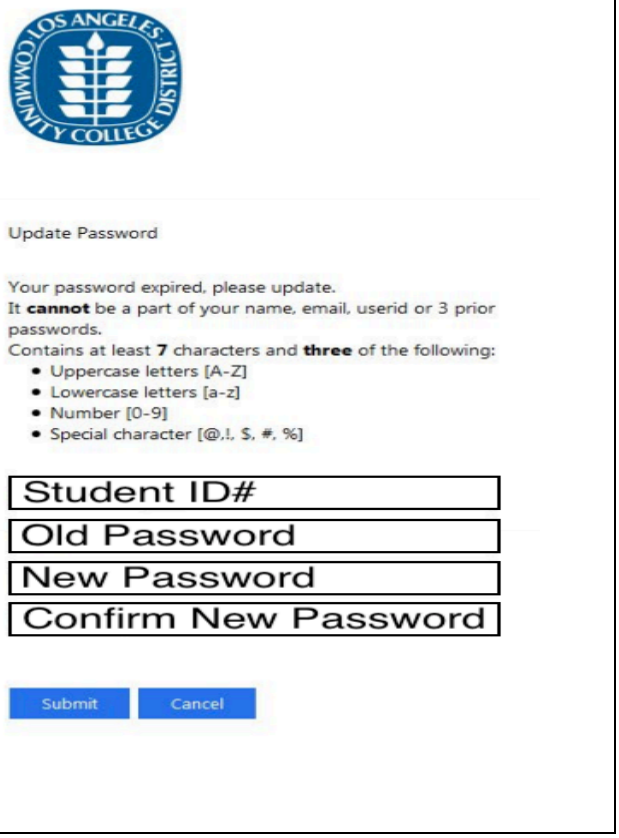


If this is your <u>first time</u> logging in, you will be asked to update your password.

Enter your **old password** (Ex: 88A0704) and **new password** in their respective text boxes.

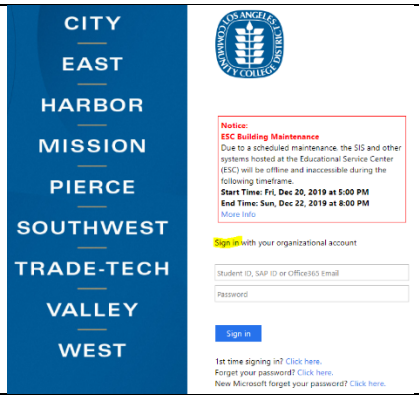
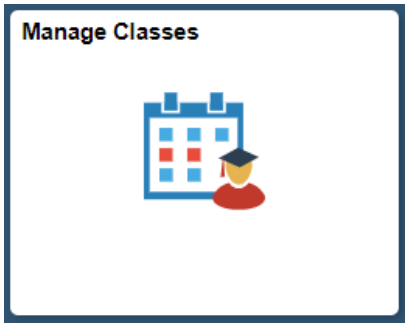
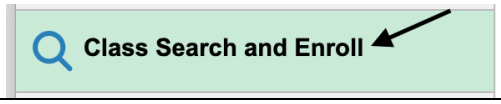
New passwords must contain at least **seven** alphanumeric characters including **numbers, uppercase letters, lowercase letters, and special characters.**

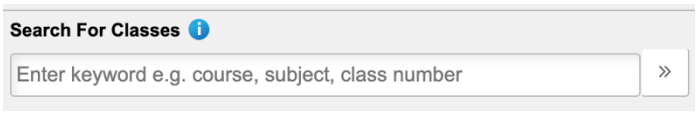
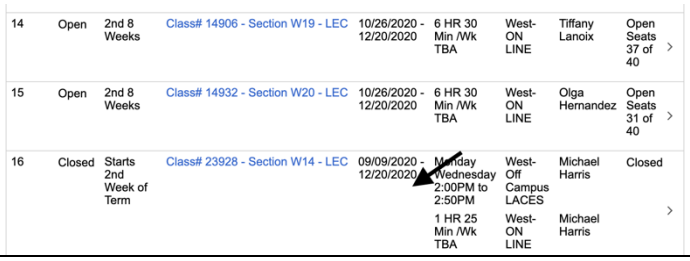
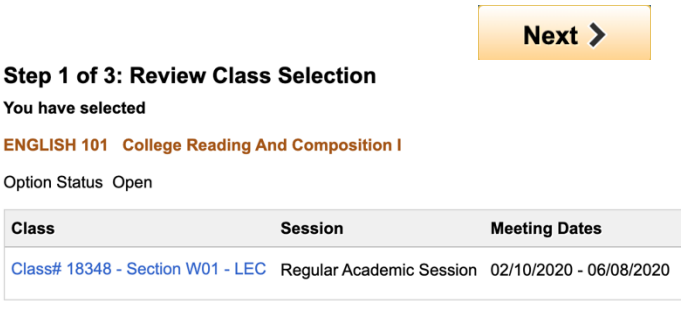
Make sure you set up Self-Service Password Reset (SSPR) so you can reset your password online at any time!

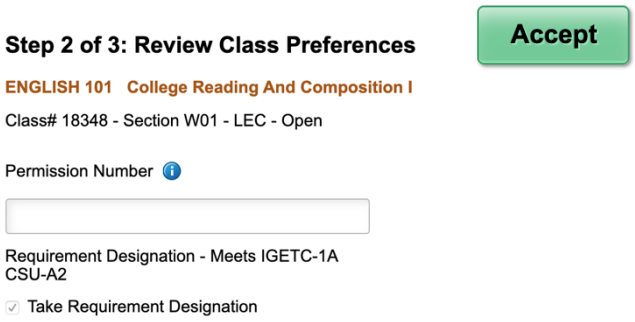
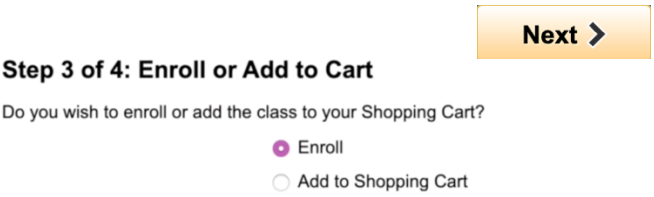
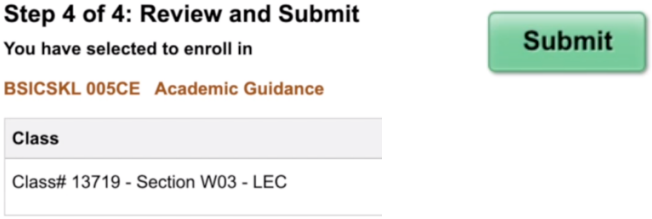
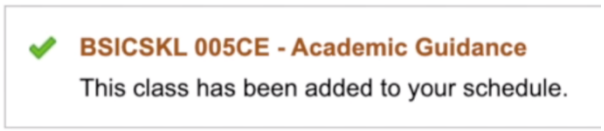


Having trouble logging in? Request a password reset using the email template on the right.	**Email Template** **To:** wlac-techsupport@laccd.edu **Subject:** SIS Password Reset Request **Body:** Hello, I am emailing to request a password reset so I can login to my student portal. *Student Name:* *LACCD ID #:* *Birthdate:* Thank you,

Part 2: Enroll in the class

Sign into your student portal at MYCOLLEGE.LACCD.EDU	
Click on "MANAGE CLASSES"	
Click on "CLASS SEARCH AND ENROLL"	

Click on the correct term	
Under "SEARCH FOR CLASSES," enter the COURSE NAME • Ex: A S L 001, Psych 001, SOC 001, etc.	
Then, select the COURSE NAME	
Find a class and click on the row	
STEP 1: REVIEW CLASS SELECTION • You should review the enrollment and **drop deadlines** for each class by clicking on the "Class#" link (in blue) **Click "NEXT"**	

STEP 2: REVIEW CLASS PREFERENCES **ENTER PERMISSION NUMBER** • You will only need a permission number if the class has already begun **Click "ACCEPT"**	
STEP 3: ENROLL OR ADD TO CART **Select "ENROLL"** **Click "NEXT"**	
STEP 4: REVIEW AND SUBMIT **Click "SUBMIT"**	
CONFIRMATION **Select "YES"**	
CONGRATULATIONS, YOU'RE ERNOLLED!