

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 first time 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 @ A 0 7 0 4 for Jane Adams born on July 4th

Notice:
ESC Building Maintenance
Due to a scheduled maintenance, the SIS and other systems hosted at the Educational Service Center (ESC) will be offline and inaccessible during the following timeframe.
Start Time: Fri, Dec 20, 2019 at 5:00 PM
End Time: Sun, Dec 22, 2019 at 8:00 PM
[More Info](#)

[Sign in](#) with your organizational account

Student ID, SAP ID or Office365 Email
Password

[Sign in](#)

[1st time signing in? Click here.](#)
[Forgot your password? Click here.](#)
[New Microsoft forgot your password? Click here.](#)

If this is your first time 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!

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

Student ID#
Old Password
New Password
Confirm New Password

[Submit](#) [Cancel](#)

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:

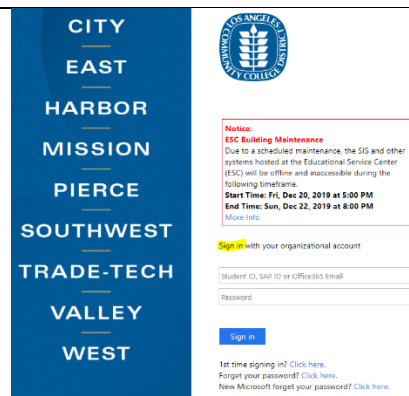
LACCD ID #:

Birthdate:

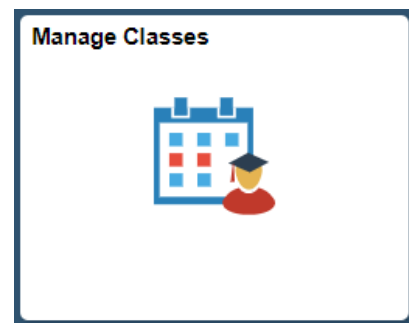
Thank you,

Part 2: Enroll in the class

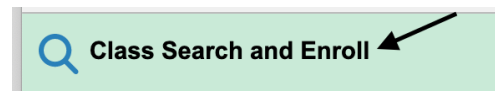
Sign into your student portal at MYCOLLEGE.LACCD.EDU



Click on “MANAGE CLASSES”



Click on “CLASS SEARCH AND ENROLL”



Click on the correct term

Terms on or after 2021 Spring

2021 Spring

2021 Summer

Under "SEARCH FOR CLASSES," enter the COURSE NAME

- Ex: A S L 001, Psych 001, SOC 001, etc.

Search For Classes 

Enter keyword e.g. course, subject, class number

Then, select the COURSE NAME

View Search Results

1 Course with keyword: soc 001

West Los Angeles College 

SOC 001

Introduction To Sociology
16 Class Options Available

Find a class and click on the row

14	Open	2nd 8 Weeks	Class# 14906 - Section W19 - LEC	10/26/2020 - 12/20/2020	6 HR 30 Min /Wk TBA	West-ON LINE	Tiffany Lanoix	Open Seats 37 of 40	>
15	Open	2nd 8 Weeks	Class# 14932 - Section W20 - LEC	10/26/2020 - 12/20/2020	6 HR 30 Min /Wk TBA	West-ON LINE	Olga Hernandez	Open Seats 31 of 40	>
16	Closed	Starts 2nd Week of Term	Class# 23928 - Section W14 - LEC	09/09/2020 - 12/20/2020	Monday - Wednesday 2:00PM to 2:50PM 1 HR 25 Min /Wk TBA	West-Off Campus LACES	Michael Harris	Closed	>

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"

Next >

Step 1 of 3: Review Class Selection

You have selected

ENGLISH 101 College Reading And Composition I

Option Status Open

Class	Session	Meeting Dates
Class# 18348 - Section W01 - LEC	Regular Academic Session	02/10/2020 - 06/08/2020

<p>STEP 2: REVIEW CLASS PREFERENCES</p> <p>ENTER PERMISSION NUMBER</p> <ul style="list-style-type: none"> You will only need a permission number if the class has already begun <p>Click “ACCEPT”</p>	<p>Step 2 of 3: Review Class Preferences Accept</p> <p>ENGLISH 101 College Reading And Composition I</p> <p>Class# 18348 - Section W01 - LEC - Open</p> <p>Permission Number i</p> <input type="text"/>
<p>STEP 3: ENROLL OR ADD TO CART</p> <p>Select “ENROLL”</p> <p>Click “NEXT”</p>	<p>Step 3 of 4: Enroll or Add to Cart Next ></p> <p>Do you wish to enroll or add the class to your Shopping Cart?</p> <p><input checked="" type="radio"/> Enroll</p> <p><input type="radio"/> Add to Shopping Cart</p>
<p>STEP 4: REVIEW AND SUBMIT</p> <p>Click “SUBMIT”</p>	<p>Step 4 of 4: Review and Submit Submit</p> <p>You have selected to enroll in</p> <p>BSICKSL 005CE Academic Guidance</p> <p>Class</p> <p>Class# 13719 - Section W03 - LEC</p>
<p>CONFIRMATION</p> <p>Select “YES”</p>	<div style="border: 1px solid gray; padding: 10px; text-align: center;"> <p>Are you sure you want to submit?</p> <p><input checked="" type="button" value="Yes"/> <input type="button" value="No"/></p> </div>
<p>CONGRATULATIONS, YOU’RE ENROLLED!</p>	<div style="border: 1px solid gray; padding: 10px;"> <p>✔ BSICKSL 005CE - Academic Guidance</p> <p>This class has been added to your schedule.</p> </div>