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 991234567 or smithj1234@student.laccd.edu*

- Student default passwords will consist of:
  
  - 88@ + the first character of your last name (capitalized) + the month and day of your birthdate (MMDD)
  
  - For Example, Jane Doe, who was born on July the 4th, her default password would be: 88@D0704

**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:
  
  - 8@ + the month of your birthdate (MM) + the first character of your last name (capitalized) + the last 4 digits of your SSN
  
  - For example, Joe Smith, who was born on August 9th, and has SSN xxx-xx-1234, his default password would be: 8@08S1234

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.
- Enter your old password (*Example: 88@A0101*) and new passwords in their respective textboxes.
- New password must contain at least seven 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.
How to Access your Office 365 Email

1. Option 1
   a. Login to your SIS Portal ([https://mycollege.laccd.edu](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](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