How to Login to the new SIS Portal

*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.
- After successfully updating your password, you will be redirected to the Self Service Password Reset (SSPR) registration page.
  - *IMPORTANT! Please make sure you register so you can reset your password online.*
Update Password

Your password expired; please update.

It cannot be a part of your name, email, user or 3 prior passwords.

Contains at least 9 characters and three of the following:
- Uppercase letters [A-Z]
- Lowercase letters [a-z]
- Number [0-9]
- Special Characters @#$%

Old password
New password
Confirm new password

[Submit] [Cancel]

Click Here to go back to the Sign-in page.