

## How to Login to the new SIS Portal

*We've recently upgraded our security and have changed the way student/faculty login to their account. Therefore all students/faculty passwords have been reset to a default temporary password.*

### 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 4<sup>th</sup>, her default password would be: 88@D0704*

### Employee Login Name and Default Password Format

- Employee username is your SAP user ID or your @faculty.laccd.edu email address.  
*Example employee ID's: smithj or smithj@faculty.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.

CITY  
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EAST  
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HARBOR  
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MISSION  
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PIERCE  
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SOUTHWEST  
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TRADE-TECH  
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VALLEY  
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WEST



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 [!@, \$, #, %]

escsso28812345

Old password

New password

Confirm new password

Submit Cancel

[Click Here to go back to the Sign in page.](#)