Login to the new SIS Portal and Email

I. Accessing the login page
   • If you are a **new student** and need to access the new SIS, go to [https://mycollege.laccd.edu](https://mycollege.laccd.edu)
   • If you are a **continuing student** and need to access your email, use the email link on the current SIS Portal or go to [https://student.laccd.edu](https://student.laccd.edu)
   • If you are a **faculty or staff** member and need to access your Office365 email, go to [www.outlook.com/laccd.edu](http://www.outlook.com/laccd.edu) and type in your email to be redirected or [click here](https://student.laccd.edu) to go directly to the login page.

II. Student Default Password
   
   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*
III. Employee Default Password

- 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, for your account’s security, you will be transferred to the update password page to change your default password. More information on updating your password can be found on the next page.
How to Update your Password

1. You will be asked to update your password when you log in for the first time.
2. 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.
3. After successfully updating your password, you will be redirected to the password registration page.
How to Access your Office 365 Email

1. Login at [https://student.laccd.edu](https://student.laccd.edu) and you should be redirected to your Office 365 account.
2. If you are taken to the SIS Portal, click one of the email links, as seen below.