Instructions to setup the new Microsoft Self-Service Password Reset Service

1. Log on to My College.laccd.edu SIS Portal

![My College login page]

*New Microsoft Self-Service Password Reset is here for Students!*  
All actively enrolled students are encouraged to register for the new self-service password reset service by recording an alternate email address (i.e. yahoo, google, Gmail) and/or a mobile (cell) number into the system.  
[Click here for details]

Sign in with your organizational account

<table>
<thead>
<tr>
<th>Student ID, SAP ID or Office 365 Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password</td>
</tr>
</tbody>
</table>

Sign in

1st time signing in? [Click here].
Forget your password? [Click here].
New Microsoft forget your password? [Click here].

*Figure 1: Mycollege.laccd.edu login page*
2. Click on Email link

Figure 2: SIS Portal dashboard with Email link circled
3. You will be given a message to provide additional information. Please write down your @student.laccd.edu email address listed in the message. You will be required to use your @student.laccd.edu email address to reset your password in the future. Click Next.

Figure 3: Microsoft SSPR setup prompt
4. Click the “Set it up now” link next to either or both of the authentication methods listed.

Figure 4: Microsoft SSPR setup - Email or text message verification methods
5a. Authentication via Phone will require a cell phone with text messaging capabilities if “Text Me” is selected. Otherwise “Call me” can be utilized.

![Microsoft SSPR setup – Enter phone number](image)

Figure 5: Microsoft SSPR setup – Enter phone number

5b. A secondary Authentication Email (i.e. yahoo, Gmail, google) can also be setup to email your authentication codes to.

![Microsoft SSPR setup – Enter email address](image)

Figure 6: Microsoft SSPR setup – Enter email address
6. Once registration of a phone and/or email is completed you may click “finish”

**Figure 7: Microsoft SSPR setup – Finish**
How to reset SIS MyCollege.laccd.edu portal password using the new Microsoft Self Service Password Reset Page

1. Go to MyCollege.laccd.edu and click on “New Microsoft forget your password” link

Figure 8: Mycollege.laccd.edu login page with "New Microsoft forgot your password" link circled
2. Enter your @student.laccd.edu address that was provided to you when you originally registered with Microsoft Self Service Password Reset. Enter the “Captcha” code shown on screen.

3. Click Next
4. Select a method of verification and follow on screen instructions.

![Microsoft SSPR - Enter your verification method account (phone number or email)](image_url)
5. Enter the verification code that was mailed/texted/called in to you. Then click next.

![Microsoft SSPR - Enter the verification code emailed or texted to you](image)

*Figure 11: Microsoft SSPR - Enter the verification code emailed or texted to you*
6. Enter your new password. You will not be allowed to use old passwords. Passwords will be required to be at least 8 characters long and have 3 of the 4 following requirements.
   a. Capital letter
   b. Lower case letter
   c. Number
   d. Special Character (?!@#$% etc.)

* Figure 12: Microsoft SSPR – Enter and confirm a new password
7. Click Finish

![Microsoft SSPR – Password reset confirmation](image)

You can now go back to the SIS MyCollege.laccd.edu sign on page and login using your new password.