

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 901234567 or smithj1234@student.laccd.edu
- All student default passwords will consist of:
 - **the first character of your first name (capitalized) + the first character of your last name (capitalized) + the birth month spelled out (with first character capitalized) + day of your birthdate + @ + LACCD + !**
 - *For Example, Jane Doe, who was born on July the 4th, her default password would be: JDJuly04@LACCD!*
 - *Please Note: On the initial change where it asks for "Old Password" enter your default password with the format above.*

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:
 - **the first character of your first name (capitalized) + the first character of your last name (capitalized) + the birth month spelled out (with first character capitalized) + day of your birthdate + @ + LACCD + !**
 - *For Example, Jane Doe, who was born on July the 4th, her default password would be: JDJuly04@LACCD!*
 - *Please Note: On the initial change where it asks for "Old Password" enter your default password with the format above.*

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 or if your password expired.
- Enter your default password in the old password textbox (*Old password, Example: JDJuly04@LACCD!*) and create a new password in the new password textbox.
 - If you have never changed your password or changed your password on or before May 16th, 2022 your “Old Password” will be your current password.
- New password must contain at least **fourteen** 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.

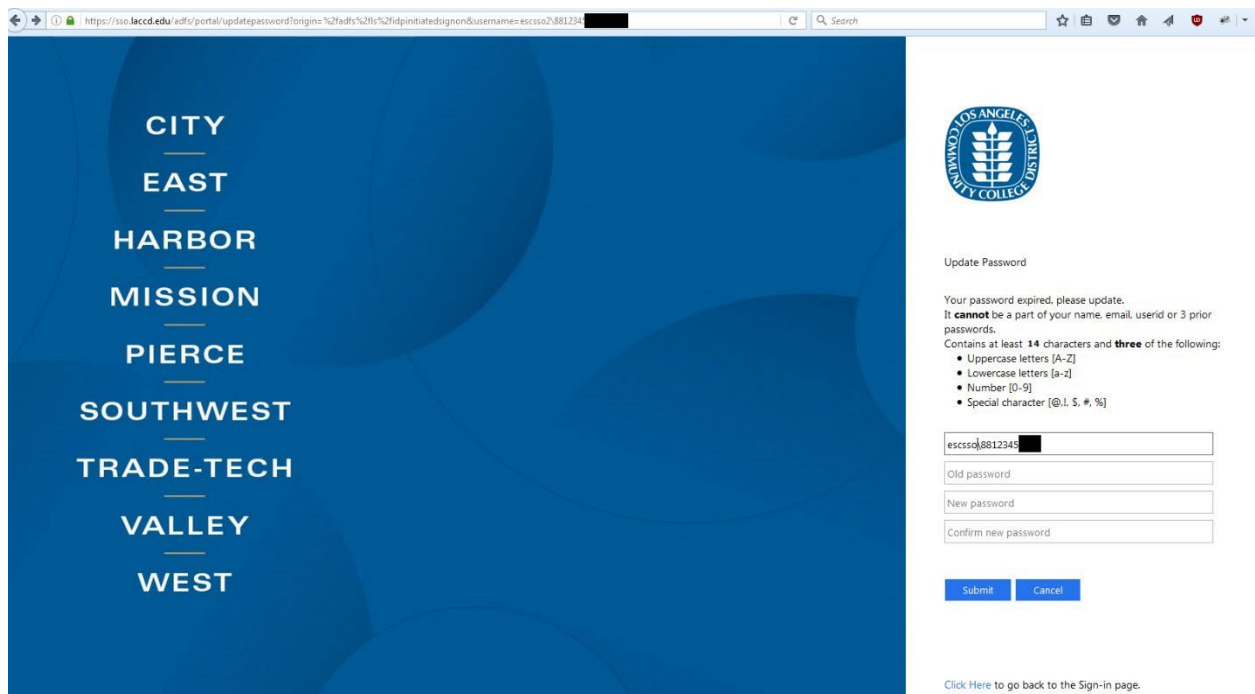


Figure 1: Sample image of Update Password page

How to Access your Office 365 Email

1. Option 1
 - a. Login to your SIS Portal (<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> and login. You should be redirected to your Office 365 account.

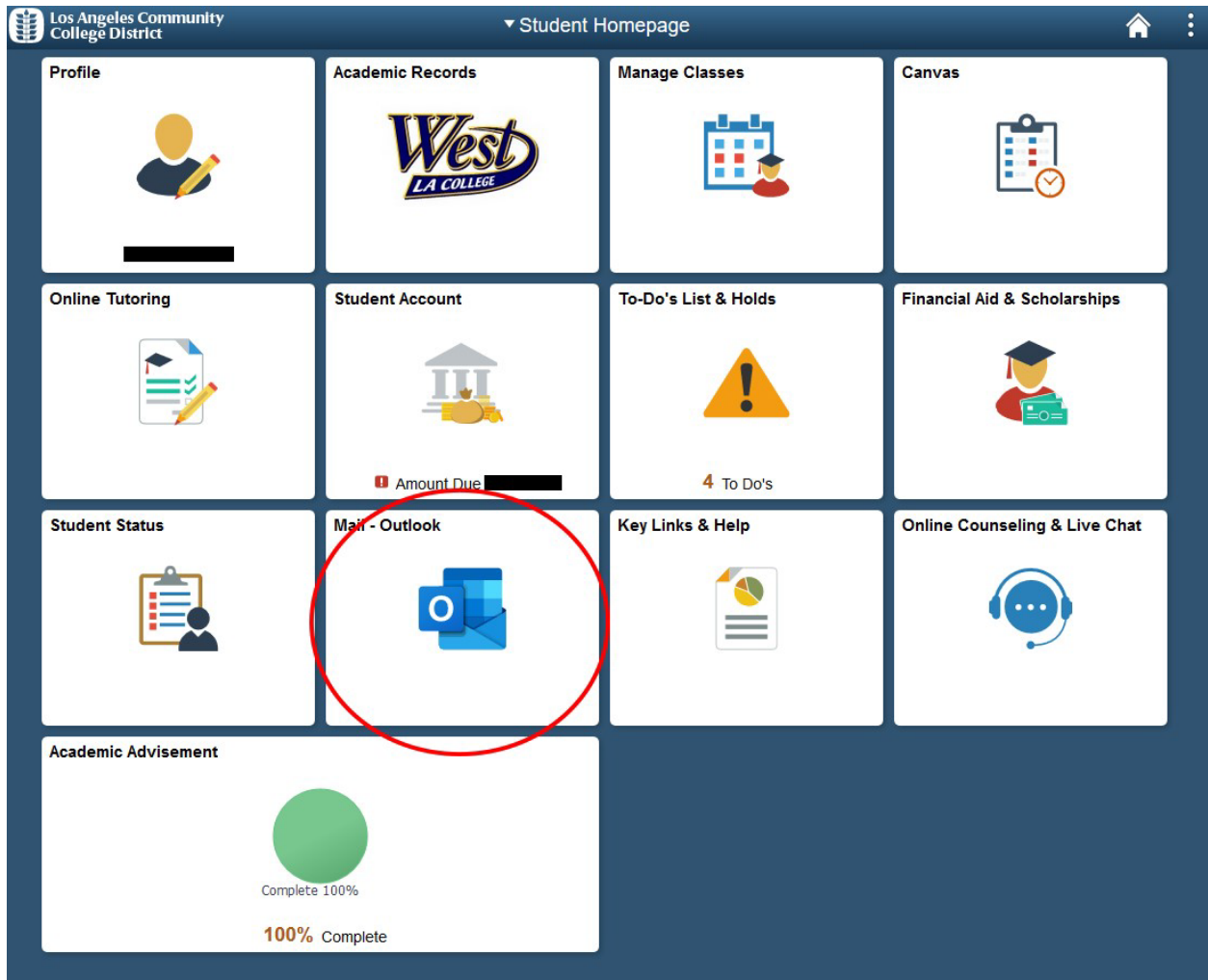


Figure 2: Mycollege.laccd.edu SIS Portal with email links circled