How to Login to Mycollege.LACCD.edu and Office365

First Time Login

Follow these instructions only if this is your <u>FIRST</u> time logged into this site.

<u>Student Login Name and Default Password Format</u>

- 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:
  - **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**
  - Even if your ID number begins with "90", your default password will begin with "88@"

<u>Employee Login Name and Default Password Format</u>

- 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 default password in the old password textbox (*Old password, Example: 88@A0101*) and create a new password in the new password textbox.
- New password must contain at least **seven** alphanumeric characters: **<u>numbers, uppercase and lowercase alphabetical characters, and at least one special character.</u>**
- 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.
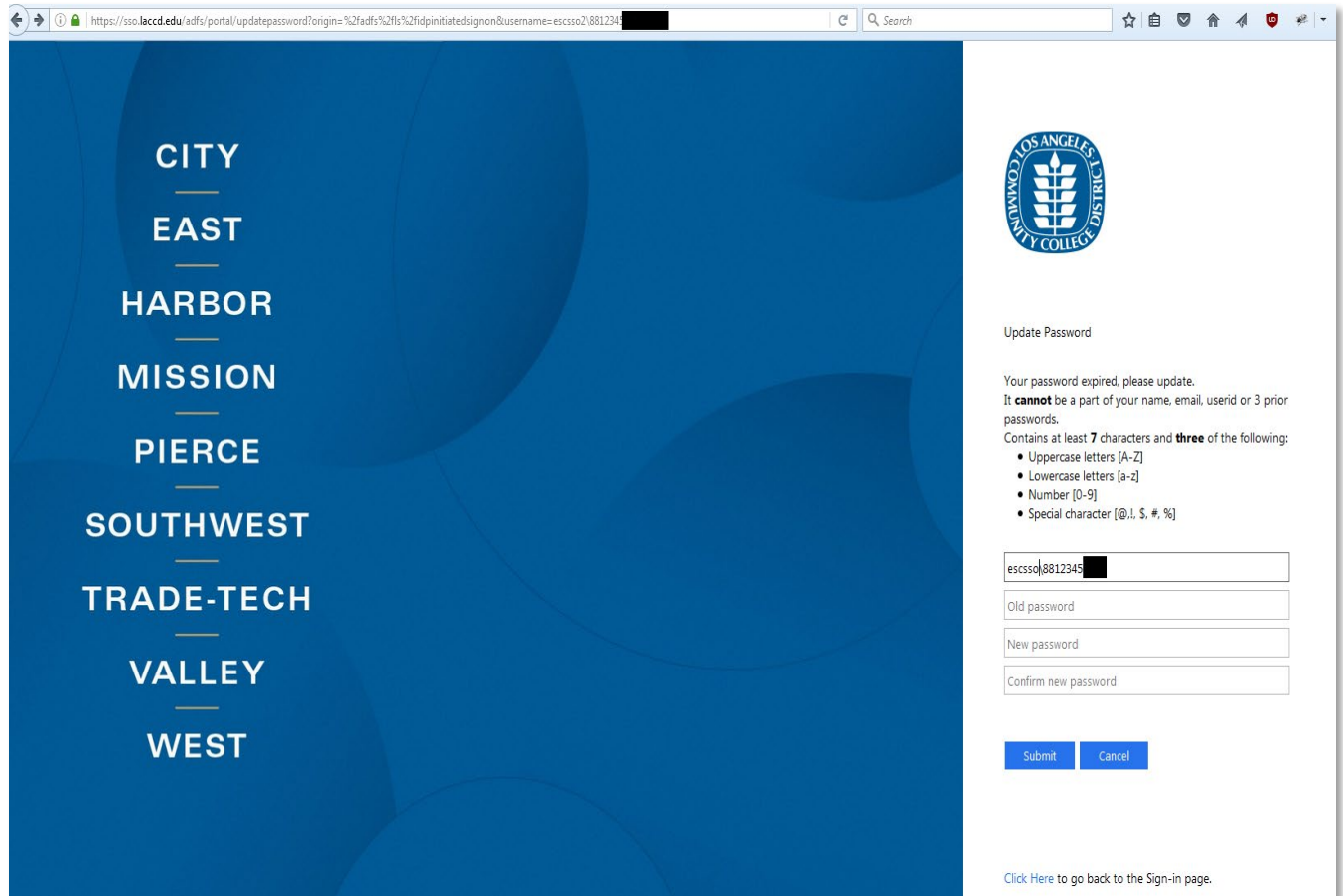- **IMPORTANT!** Please make sure your setup SSPR so you can reset your password online.

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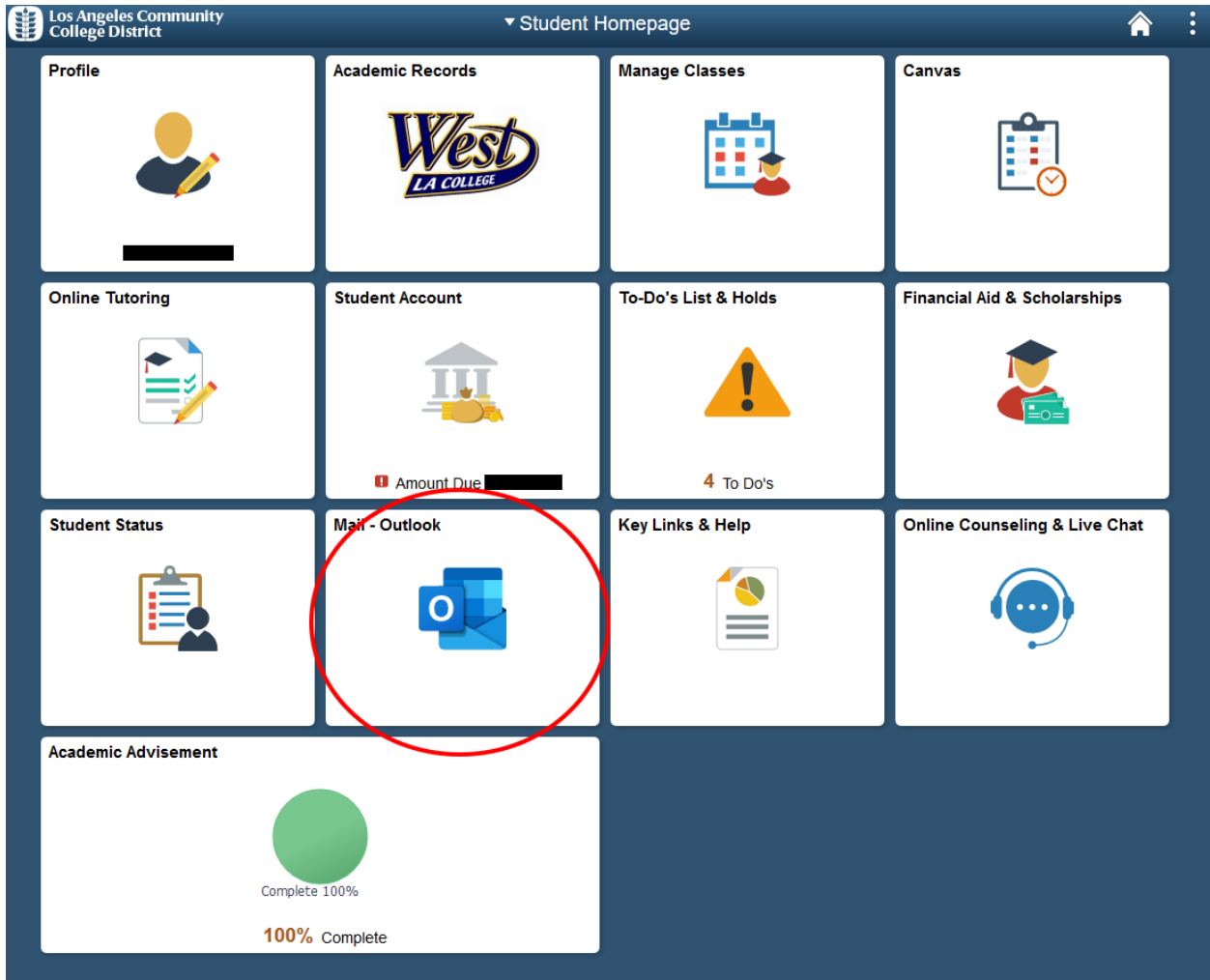
Figure 2: Mycollege.laccd.edu SIS Portal with email links circled