

STEP 1: 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 in the new SIS Portal. Therefore, all students/faculty passwords have been reset to a default temporary password.

EMPLOYEE LOGIN NAME AND DEFAULT PASSWORD FORMAT

- Go to the **New SIS – mycollege.laccd.edu**
- 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: **8@08S1234**) 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.

HOW TO LOGIN TO THE FACULTY PORTAL

- Go to the **New SIS – mycollege.laccd.edu**
- Enter your username and the new password you created.
- For more information on Faculty Portal, from an on-campus computer you may access:
 - The Faculty Portal Training Guide
http://albacore.laccd.edu/sismodernization/documents/training/Faculty_Portal_Training_Guide_Final.pdf
 - The Faculty Portal End User Simulation for video instructions on using the Faculty Portal
http://albacore.laccd.edu/sismodernization/documents/training/Faculty_Portal_End_User_Simulation/PlayerPackage/data/toc.html