


How to change the District Portal password

Important: by following this procedure, your email password is changed as well as your District portal password (SIS).

1. Go to <https://mymail.laccd.edu> and click on the link next to "Forget your password?"

CITY
EAST
HARBOR
MISSION
PIERCE
SOUTHWEST
TRADE-TECH
VALLEY
WEST



Click on the "Reg Date & Deadline" link to view your 2019 Spring registration appointment date. To search for classes, pull down on the Academic Menu Tab for enrollment links.

Sign in with your organizational account

Student ID, SAP ID or Office365 Email

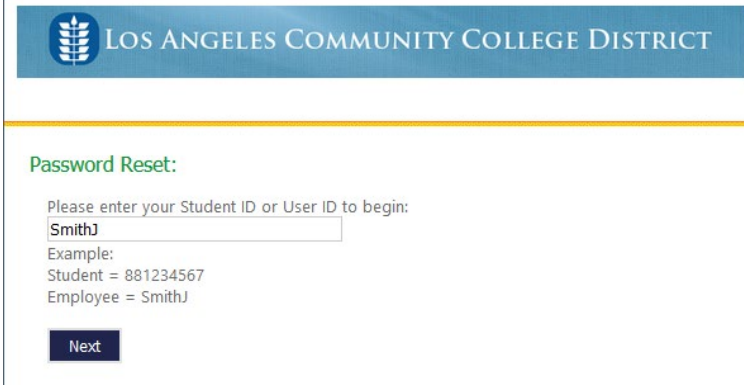
Password

Sign in

1st time signing in? [Click here.](#)
Forget your password? [Click here.](#)
Tell us how we're doing [Click here.](#)

2. In the following window enter your username, and click “Next”

Next



LOS ANGELES COMMUNITY COLLEGE DISTRICT

Password Reset:

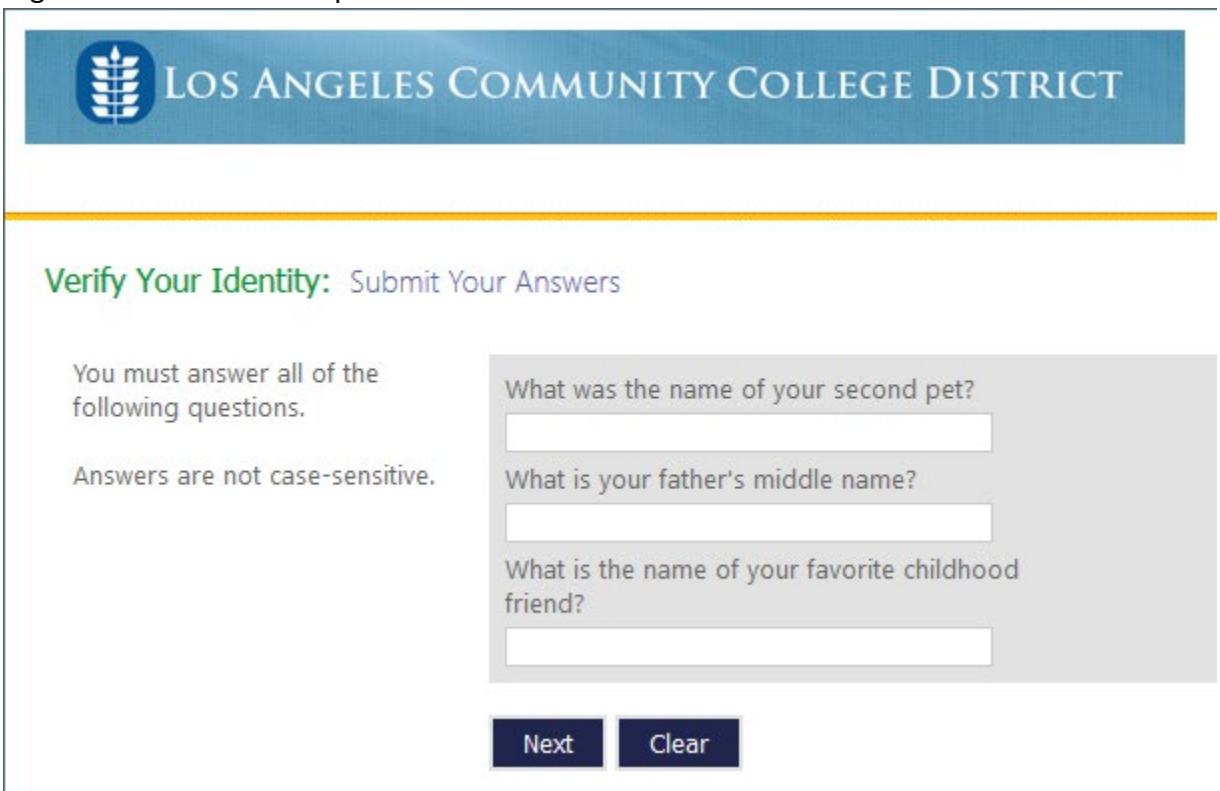
Please enter your Student ID or User ID to begin:

Example:
Student = 881234567
Employee = SmithJ

Next

3. Next you will be asked to answer security questions you’ve picked during your account registration. Answer the questions and click “Next”

Next



LOS ANGELES COMMUNITY COLLEGE DISTRICT

Verify Your Identity: Submit Your Answers

You must answer all of the following questions.

Answers are not case-sensitive.

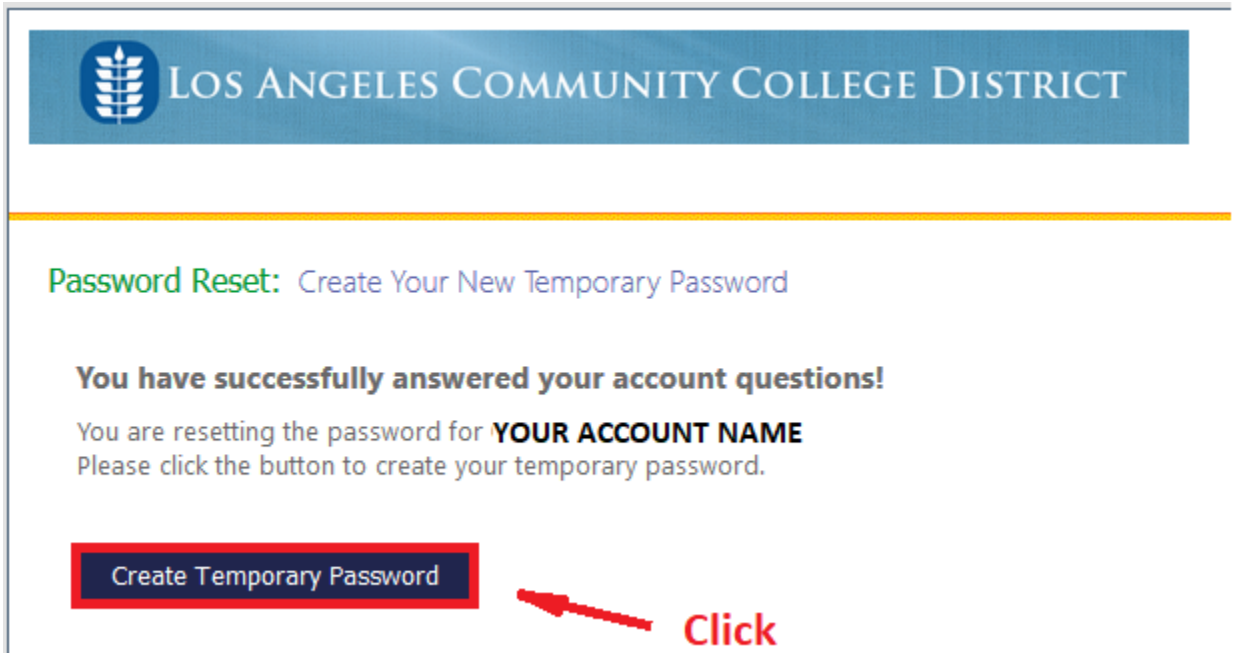
What was the name of your second pet?

What is your father's middle name?

What is the name of your favorite childhood friend?

Next Clear

4. After successfully answering security questions, click on “Create Temporary Password” button




LOS ANGELES COMMUNITY COLLEGE DISTRICT

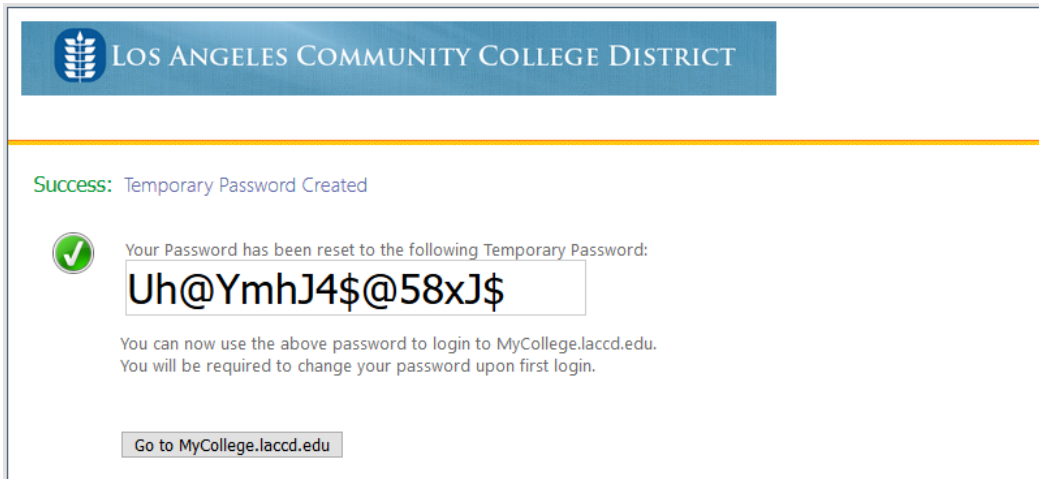
Password Reset: Create Your New Temporary Password

You have successfully answered your account questions!

You are resetting the password for **YOUR ACCOUNT NAME**
Please click the button to create your temporary password.


Create Temporary Password  **Click**

5. Following screen will provide you with a temporary password. Save this password, click on “Go to MyCollege.laccd.edu” button and login using your username and the Temporary password you just received.



LOS ANGELES COMMUNITY COLLEGE DISTRICT

Success: Temporary Password Created

 Your Password has been reset to the following Temporary Password:
Uh@YmhJ4\$@58xJ\$

You can now use the above password to login to MyCollege.laccd.edu.
You will be required to change your password upon first login.

Go to MyCollege.laccd.edu

6. After logging in with your Temporary Password you will be presented with a screen to change your password. Make sure to enter your Temporary Password in “Old Password” field. Please note the password requirements, and make sure your new password follows these requirements. Hit Submit after filling out the form.

CITY
EAST
HARBOR
MISSION
PIERCE
SOUTHWEST
TRADE-TECH
VALLEY
WEST

LOS ANGELES
COMMUNITY COLLEGE DISTRICT

Update Password

Your password expired, please update.
It **cannot** be a part of your name, email, userid or 3 prior passwords.
Contains at least **7** characters and **all four** of the following:

- Uppercase letters [A-Z]
- Lowercase letters [a-z]
- Number [0-9]
- Special character [!. , \$, #, %]

escsso\username

.....

.....

.....

Submit Cancel

Password Requirements

Your Temporary Password

New Password

7. You should see password reset confirmation window. You may now login using your new password.