

Logging into the Student Portal and Changing Your Password

Step	Action
1.	<p>Open your favorite browser window to begin the process for logging into the SIS Modernization portal.</p> <p>Browsers that work with SIS Modernization are:</p> <ul style="list-style-type: none"> > Internet Explorer > Safari > Mozilla Firefox > Chrome
2.	In your browser window, type mycollege.laccd.edu into the address field.
3.	Press [Enter] to advance to the SIS Modernization login page.
4.	<p>Enter your Student ID Number into the first/top field.</p> <div data-bbox="354 913 1049 974" style="border: 1px solid black; height: 29px; width: 428px;"></div>
5.	<p>Enter your Password into the second/bottom field.</p> <div data-bbox="354 1037 1049 1098" style="border: 1px solid black; padding: 2px;"> Password </div>
6.	<p><u>Passwords</u></p> <p>The first time you enter the SIS Modernization site, you will be required to enter a predetermined password.</p> <p>The Student default passwords will consist of: 88@ + the first character of your last name (capitalized) + the month and day of your birthdate (MMDD)</p> <p>For example, Jane Doe, who was born on July the 4th, her default password would be: 88@D0704.</p> <p>Once in the system, you will be prompted to change your password.</p>

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7.	<p><u>Passwords</u></p> <p>Once you have successfully logged in, for your account’s security, you will be transferred to the update password page to change your default password.</p> <ul style="list-style-type: none"> > Enter your Student ID Number into the appropriate field. > Enter your old password and new passwords in their respective text boxes. > Your 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 password registration page.
8.	<p><u>Password Registration</u></p> <p>The password registration page defines questions that will be used to retrieve and reset your forgotten password.</p> <p>On the password registration page, enter your Student ID Number and new password into the appropriate fields.</p>
9.	<p><u>Password Registration</u></p> <p>Select questions that you know and will remember the answers to.</p> <p>After you have completed the question and answer page, you will be redirected to the SIS Modernization home page.</p>
10.	<p>To change your password, navigate to the Change My Password page.</p> <p>To do this, click the Main Menu link under the Dashboards Menu.</p> <p>Main Menu</p>
11.	<p>Click the Change My Password menu link.</p> <p>Change My Password</p>
12.	<p>Click in the Current Password field and enter your current password.</p> <p>*Current Password: <input type="text"/></p>
13.	<p>Press [Tab] to advance to the *New Password: field.</p>
14.	<p>Enter your new password into the New Password field.</p> <p>Important:</p> <ul style="list-style-type: none"> > Your 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. <p>Press [Tab] to advance to the *Confirm Password: field.</p>
15.	<p>Re-enter your new password into the Confirm Password field.</p>

Step	Action
16.	Click the Change Password button. 
17.	On the Password Saved page, click the OK button to complete the password change. 
18.	Please review the additional topics to learn how to perform further tasks in the Student Portal. End of Procedure.